FAMIS Departmental Correction Request (DCR) User Manual

Version 1.2

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FAMIS Services

The Texas A&M University System

DRAFT

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Introduction

The purpose of this manual is to assist in understanding departmental budget requests procedures in the Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Purchasing, Receiving, Fixed Assets, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

The materials are grouped according to functions. All associated screens and processing information are included, along with field descriptions. The required fields are designated by a diamond symbol (◆). Data entry information (**Help**) can be accessed on some screen fields by using the ***PF2*** key or by typing an asterisk (*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to process reports and programs required at the end of the fiscal year and prepare for closing procedures.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

College Station based:

FAMIS Services
The Texas A&M University System
1144 TAMU
College Station, TX 77843-1144

Non-College Station based:

FAMIS Services
The Texas A&M University System
301 Tarrow Street
College Station, TX 77840-7896

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Departmental Correction Request (DCR)

Introduction

Department Correction Request (DCR) is a process that provides the ability to initiate a correction voucher or transaction for an accounting event that has previously posted. The total process involves creating a DCR (Department Correction Request) document, routing it for approvals, and posting the resulting voucher or transaction in FAMIS.

Within CANOPY, you access the process under the FRS Tab: Create DCR, DCR Document, and DCR Search.

Existing FAMIS **Security** and FAMIS **Routing & Approvals** structures are used. Be aware that different routing paths can be established for the DCR documents. While creating and editing DCR documents is only available through CANOPY, the approval actions and inquiry to the routing documents can be done either in CANOPY or by using the FAMIS screens.

Security access for use of the DCR process is based on FAMIS security. You must have security access to the account/transaction you wish to correct. More specifically, the ability to edit a DCR document is based on your access to one or more departments or sub-departments assigned to a line item account. An exception exists for Transaction Corrections and Service Departments: Service Center personnel are able to correct both sides of a transaction.

The Fiscal Office of the Member is the point of contact for departments. They work in conjunction with FAMIS Services to set up the required tables, including those in Routing & Approvals. If a campus would like to take advantage of this process, please contact famishelp@tamus.edu, and they will guide you through the setup and answer all questions.

Basic Concepts

The DCR Process can handle different types of accounting corrections:

Voucher Corrections	**Local to Local Voucher Corrections**
Transaction Corrections	**Deposits, Journal Entries, IDTs (Interdepartmental Transfers)**

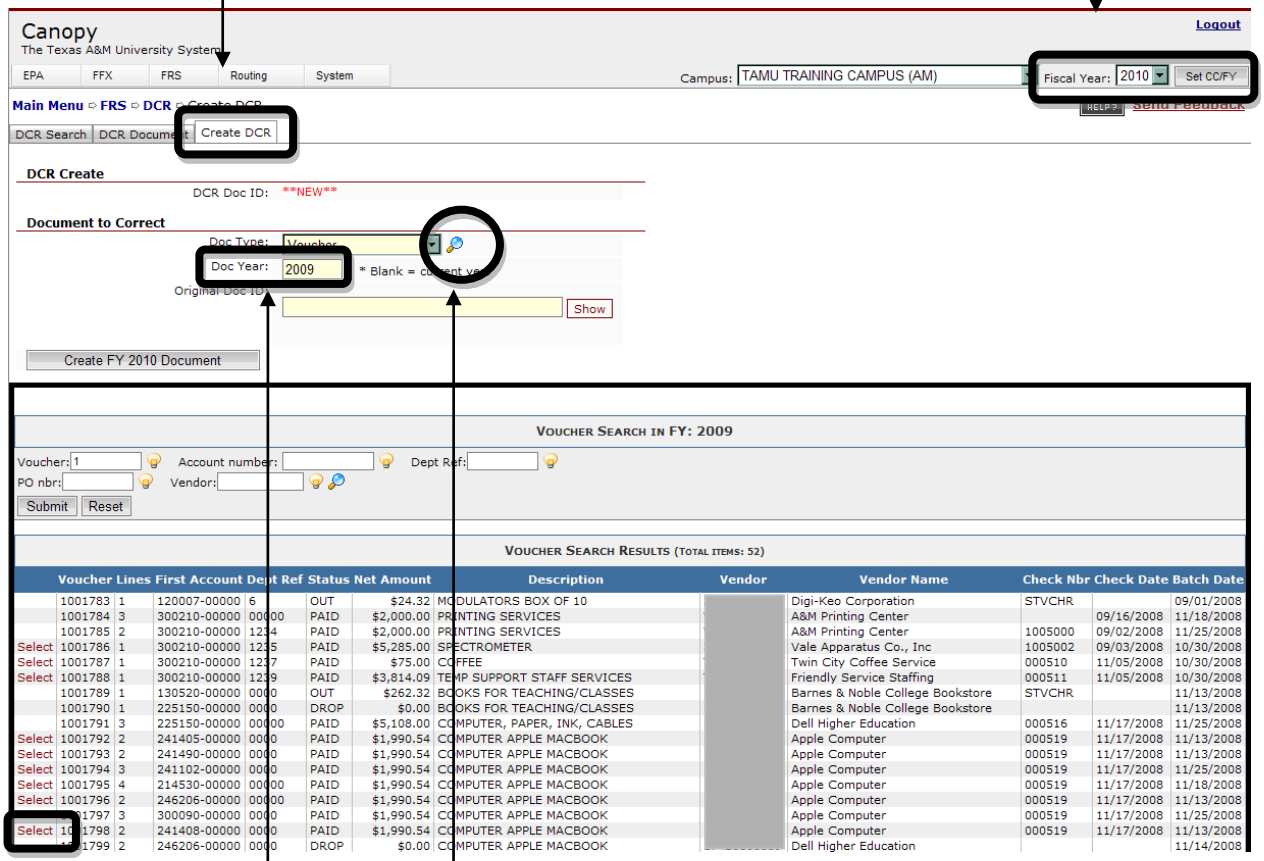
DCR documents are included in **HUB** reporting when they meet the HUB criteria.

Prior Year Documents (both Vouchers and Transactions)

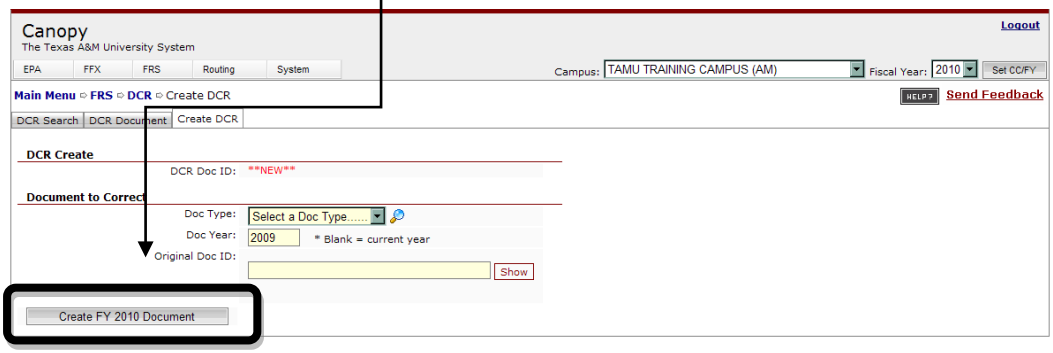
DCR documents can be created to make corrections to prior year vouchers or transaction up to the year that is designated on Screen 933.

To make Prior Year Corrections:

- Go to **Create DCR** tab; search for the voucher or transaction. (See Method One below in the DCR Documents section)
- Set or leave the **Fiscal Year** as current (example, 2010) at top of the page


Canopy
The Texas A&M University System
Logout
EPA FFX FRS Routing System
Campus: TAMU TRAINING CAMPUS (AM)
Fiscal Year: 2010
Set CC/FY
Main Menu ⇨ FRS ⇨ DCR ⇨ Create DCR
DCR Search
DCR Document
Create DCR
DCR Create
DCR Doc ID: **NEW**
Document to Correct
Doc Type:
Doc Year: 2009
* Blank = current year
Original Doc ID:
Show
Create FY 2010 Document
VOUCHER SEARCH IN FY: 2009
Voucher: 1
Account number:
Dept Ref:
PO nbr:
Vendor:
Submit
Reset
VOUCHER SEARCH RESULTS (TOTAL ITEMS: 52)
Voucher Lines First Account Dept Ref Status Net Amount Description Vendor Vendor Name Check Nbr Check Date Batch Date
1001783 1 120007-00000 6 OUT $24.32 MODULATORS BOX OF 10 Digi-Keo Corporation STVCHR 09/01/2008
1001784 3 300210-00000 00000 PAID $2,000.00 PRINTING SERVICES A&M Printing Center 09/16/2008 11/18/2008
1001785 2 300210-00000 1234 PAID $2,000.00 PRINTING SERVICES A&M Printing Center 1005000 09/02/2008 11/25/2008
Select 1001786 1 300210-00000 1235 PAID $5,285.00 SPECTROMETER Vale Apparatus Co., Inc 1005002 09/03/2008 10/30/2008
Select 1001787 1 300210-00000 1237 PAID $75.00 COFFEE Twin City Coffee Service 000510 11/05/2008 10/30/2008
Select 1001788 1 300210-00000 1239 PAID $3,814.09 TEMP SUPPORT STAFF SERVICES Friendly Service Staffing 000511 11/05/2008 10/30/2008
1001789 1 130520-00000 0000 OUT $262.32 BOOKS FOR TEACHING/CLASSES Barnes & Noble College Bookstore STVCHR 11/13/2008
1001790 1 225150-00000 0000 DROP $0.00 BOOKS FOR TEACHING/CLASSES Barnes & Noble College Bookstore 11/13/2008
1001791 3 225150-00000 00000 PAID $5,108.00 COMPUTER, PAPER, INK, CABLES Dell Higher Education 000516 11/17/2008 11/25/2008
Select 1001792 2 241405-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/13/2008
Select 1001793 2 241490-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/13/2008
Select 1001794 3 241102-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/25/2008
Select 1001795 4 214530-00000 00000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/18/2008
Select 1001796 2 246206-00000 00000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/13/2008
1001797 3 300090-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/25/2008
Select 1001798 2 241408-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/13/2008
1001799 2 246206-00000 0000 DROP $0.00 COMPUTER APPLE MACBOOK Dell Higher Education 11/14/2008

- Enter **Doc Year** as the year of the document (ex. 2009) to correct
- Click the magnifying glass icon to search
- Select the document (ex. 2009 document)
- Click ***Create FY 2010 Document***



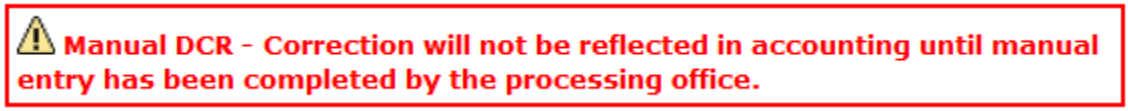
DCR Features

DCR documents may contain a mixture of manual and automatic DCR corrections in one document.

DCR line items will automatically switch from Manual to Automatic and vice versa, depending on the corrections being requested.

DCR documents requiring Manual changes will not be posted immediately in FAMIS. These will require manual entry by the Processing Office personnel, who will then acknowledge that the Manual entry has been completed as part of the Final Approval process.

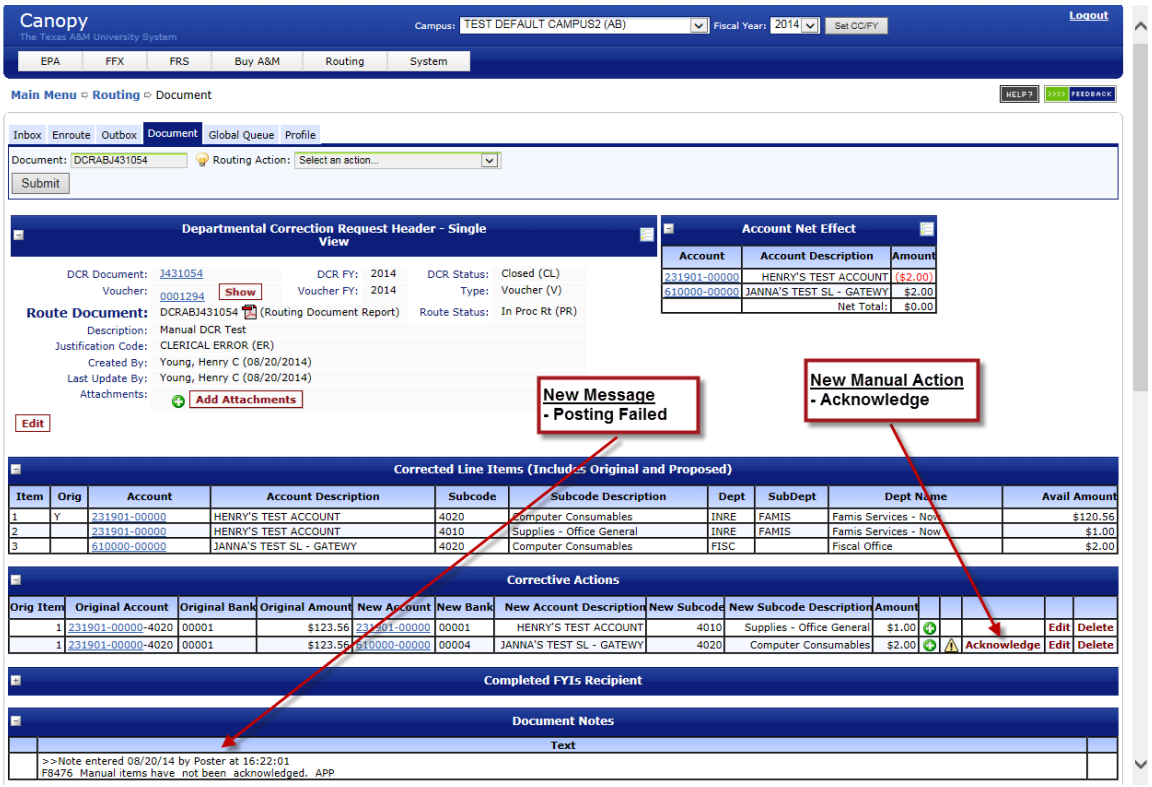
A warning will be provided and require acknowledgement by the creator that Manual entry will be required. This must be acknowledged prior to submission into routing.


Manual DCR - Correction will not be reflected in accounting until manual entry has been completed by the processing office.

Original and new bank information will be displayed for each line item. The default bank for the new account may not be modified by the DCR Submitter. This is a function of the Processing Office.

Corrections will have notes related to them, which are designated as follows:

- Plus Icon lets user add a note to a line.
- Note Icon shows a note is attached to the correction line.



Attachments

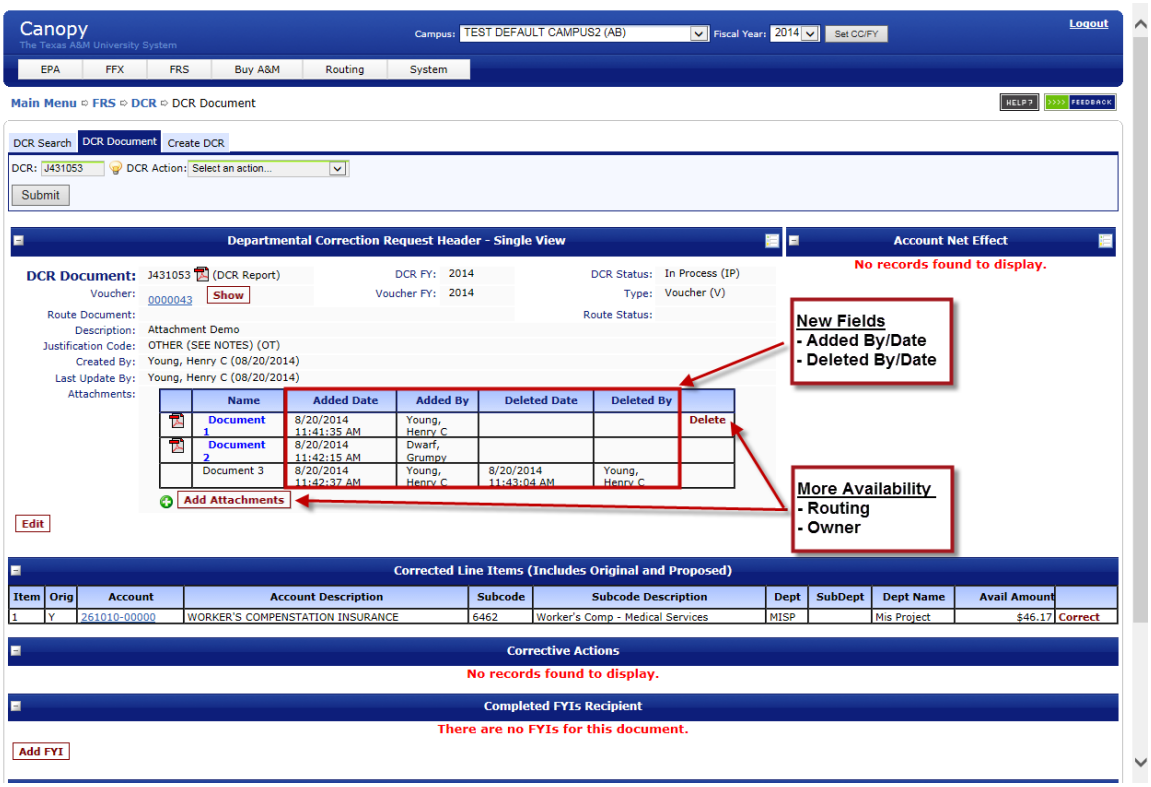
Allow document approvers and the processing office a method to efficiently manage attachments on EPA and DCR documents.

- Attachments can be added by approvers while the document is awaiting their approval.
- Approvers may only delete documents they added themselves.
- Upon Reject to Creator, the creator can add additional attachments or remove any attachments present.
- Processing office approvers have full access to attachments prior to Final Approval.
- Upon Final Approval, attachments cannot be removed.

Enriched attachment tracking including the addition of Added By, Added Date, Deleted By and Deleted Date allow users to easily track the attachment history of a DCR or EPA document.

Enhancanced availablility of the "Delete" option for documents, approvers at any stage in the DCR or EPA routing process may Add or Delete documents, deletion options will be limited to only the user who originally added the document. The processing office will have the ability to add or delete any documents giving that function the final review of attachments.

Once the DCR or EPA has received Final approval, the attachments may not be modified on the document.



Voucher Corrections

Generally, any local funds voucher can be used to create a DCR document. The status of the line items on the voucher determines whether the corrective action can be applied. The line items on the voucher must be in "Paid" or "Recon" status. The edit to make this determination is made when you close the document. The DCR correction is made to the existing voucher by posting a new line item. The overall net amount of the voucher cannot be changed.

General Rules for Voucher Corrections

- DCR documents can only correct **Local to Local** expenses
- Only voucher line items in **Paid** or **Recon** status can be corrected
- Only the ***Account Number***, ***Subcode,*** and ***Amount*** fields can be corrected
- **Encumbrances** are **NOT** adjusted; the Partial/Final Indicator on the new line items is "N"
- New line item(s) are posted to the existing voucher as an 068 **journal entry** transaction
- A **reason** is required for each DCR document
- **Attachments** can be added to the document page
- **Notes** can be added to the document page

Restrictions on Voucher Corrections

- Only **three active** DCR documents are allowed for each voucher
- Only **one** DCR document per voucher can be **routing** at a time
- Fields that **cannot be changed** include Vendor, Bank, and Reference 4 (User Ref)
- The following subcodes **cannot be changed**:

  Revenue Object Codes
  Subcodes on interest line items (501, 502, …)
  All subcodes listed on the Global Subcode Edit Table (Screen 803)
  All subcodes listed on the account Subcode Edit Table (Screen 8)
  All subcodes restricted on the DCR Subcode Control Table (***PF7*** on Screen 933)

- Interest line items (items 501, 502, etc.) can be corrected to split the amount or correct the account; the subcode on these items cannot be changed
- DCR documents cannot post to a Fiscal Year prior to the Voucher Fiscal Year
- Cannot process DCR documents for a Future Year

Voucher Correction Postings

For each voucher correction, a Journal Entry with transaction code 068 is posted. When the DCR document posts a new voucher correction, the DCR document number is displayed in the ***REF3*** field. The voucher number displays in ***REF2*** field and any information in ***REF1*** field and ***REF4*** field remain in the new transaction.

Transaction Corrections

Deposits, Journal Entries, IDTs (Interdepartmental Transfers)

Corrections can be made for Journal Entries and Deposits. Interdepartmental Transfers (IDTs) are journal entry accounting transactions and follow the rules for journal entries. Both correction types create a new journal entry transaction (060). The original transaction is not changed but the amount available is updated for each correction.

Transactions that can be corrected include:

Transaction codes of **06x** and **03x** only
Transactions created after **May 1, 2009**
Transactions must be on a **local bank**

All transaction corrections post as 060.

General Rules for Transaction Corrections

- DCR documents can only correct **Local to Local** expenses
- DCR documents do **not adjust encumbrances**
- Partial/Final Indicator on the new line item is set to "N"
- A **Reason** is required for each DCR document
- **Attachments** can be added to the document page
- **Notes** can be added to the document page

Restrictions on Transaction Corrections

- Corrections can only be made for **Revenue** codes to **Revenue** codes and **Expense** codes to **Expense** codes
- Transactions can only be corrected again local banks.
- Transactions cannot be corrected against subcodes that are pool codes (See Screen 806)
- Only three (3) active DCR documents are allowed for each transaction
- Only one DCR document per voucher can be routing at a time
- DCR documents cannot post to a Fiscal Year prior to the transaction Fiscal Year
- DCR documents cannot be created for or try to affect a Future Year

Year End

DCR Documents are, for the most part, only created in the Current Fiscal Year. Future Year documents cannot be created.

However, at the end a fiscal year when the New Year has become the Current Fiscal Year, DCR documents can still be created and posted in the old Fiscal Year until either 13th month close or the roll forward of the budgets.

At that time, all pending DCR documents are canceled. Therefore, it is imperative that DCR documents are completed or manually canceled at this critical time. Pending documents include all IP (in process), RE (reopened), and CL (closed) documents whether they are routed or not. At the time of the 13th month close or the roll forward of the budgets jobs, all old year documents are cancelled. (**VBYU275** is the program for the year end auto-cancel.)

This cancellation sweeps all (old year) requests and cancels both the routing documents, if they exist, and the DCR documents. Canopy FRS > DCR Search can be used to review all pending transactions.

Creating DCR Documents

1. **Create** the DCR Document
   There are various ways to begin the process

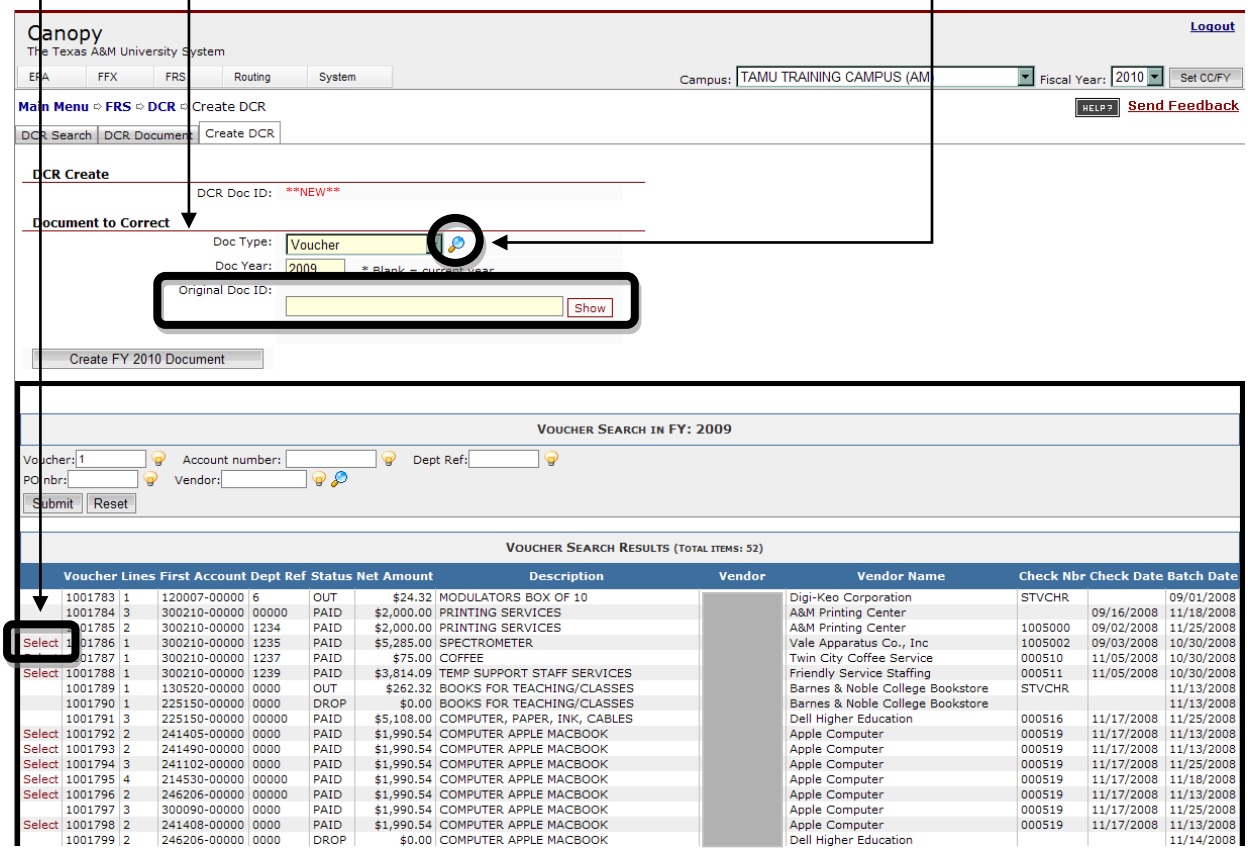
   ❖ **Method One**

   Go directly to Create DCR Document

   - Click on **FRS TAB** ==> **DCR** ==> **Create DCR**
   - Choose the **Type** of document to correct
   - Optionally, change the **Doc Year** (document year - default is the Fiscal Year)
   - For a **Voucher**:
     i. Type the **Original Document ID** (Voucher number); optionally, click the ***Show*** button to display the voucher.
     -OR-
     ii. Search for the voucher using the magnifying glass icon.

     For a **Transaction**:
     i. Search for the transaction by clicking on the magnifying glass icon**.**

   - Click ***Select*** to choose the item to be corrected.
     NOTE: The ***Select*** link only displays when the minimum DCR requirements are met.


Canopy
The Texas A&M University System
Logout
EPA FFX FRS Routing System
Campus: TAMU TRAINING CAMPUS (AM)
Fiscal Year: 2010
Set CC/FY
Main Menu ⇨ FRS ⇨ DCR ⇨ Create DCR
HELP ?
Send Feedback
DCR Search
DCR Document
Create DCR
DCR Create
DCR Doc ID: **NEW**
Document to Correct
Doc Type: Voucher
Doc Year: 2009
Original Doc ID:
Show
Create FY 2010 Document
VOUCHER SEARCH IN FY: 2009
Voucher:
Account number:
Dept Ref:
PO nbr:
Vendor:
Submit
Reset
VOUCHER SEARCH RESULTS (TOTAL ITEMS: 52)
Voucher Lines First Account Dept Ref Status Net Amount Description Vendor Vendor Name Check Nbr Check Date Batch Date
Select 1001783 1 120007-00000 6 OUT $24.32 MODULATORS BOX OF 10 Digi-Keo Corporation STVCHR 09/01/2008
1001784 3 300210-00000 00000 PAID $2,000.00 PRINTING SERVICES A&M Printing Center 09/16/2008 11/18/2008
1001785 2 300210-00000 1234 PAID $2,000.00 PRINTING SERVICES A&M Printing Center 1005000 09/02/2008 11/25/2008
Select 1001786 1 300210-00000 1235 PAID $5,285.00 SPECTROMETER Vale Apparatus Co., Inc 1005002 09/03/2008 10/30/2008
1001787 1 300210-00000 1237 PAID $75.00 COFFEE Twin City Coffee Service 000510 11/05/2008 10/30/2008
Select 1001788 1 300210-00000 1239 PAID $3,814.09 TEMP SUPPORT STAFF SERVICES Friendly Service Staffing 000511 11/05/2008 10/30/2008
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1001790 1 225150-00000 0000 DROP $0.00 BOOKS FOR TEACHING/CLASSES Barnes & Noble College Bookstore 11/13/2008
1001791 3 225150-00000 00000 PAID $5,108.00 COMPUTER, PAPER, INK, CABLES Dell Higher Education 000516 11/17/2008 11/25/2008
Select 1001792 2 241405-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/13/2008
Select 1001793 2 241490-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/13/2008
Select 1001794 3 241102-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/25/2008
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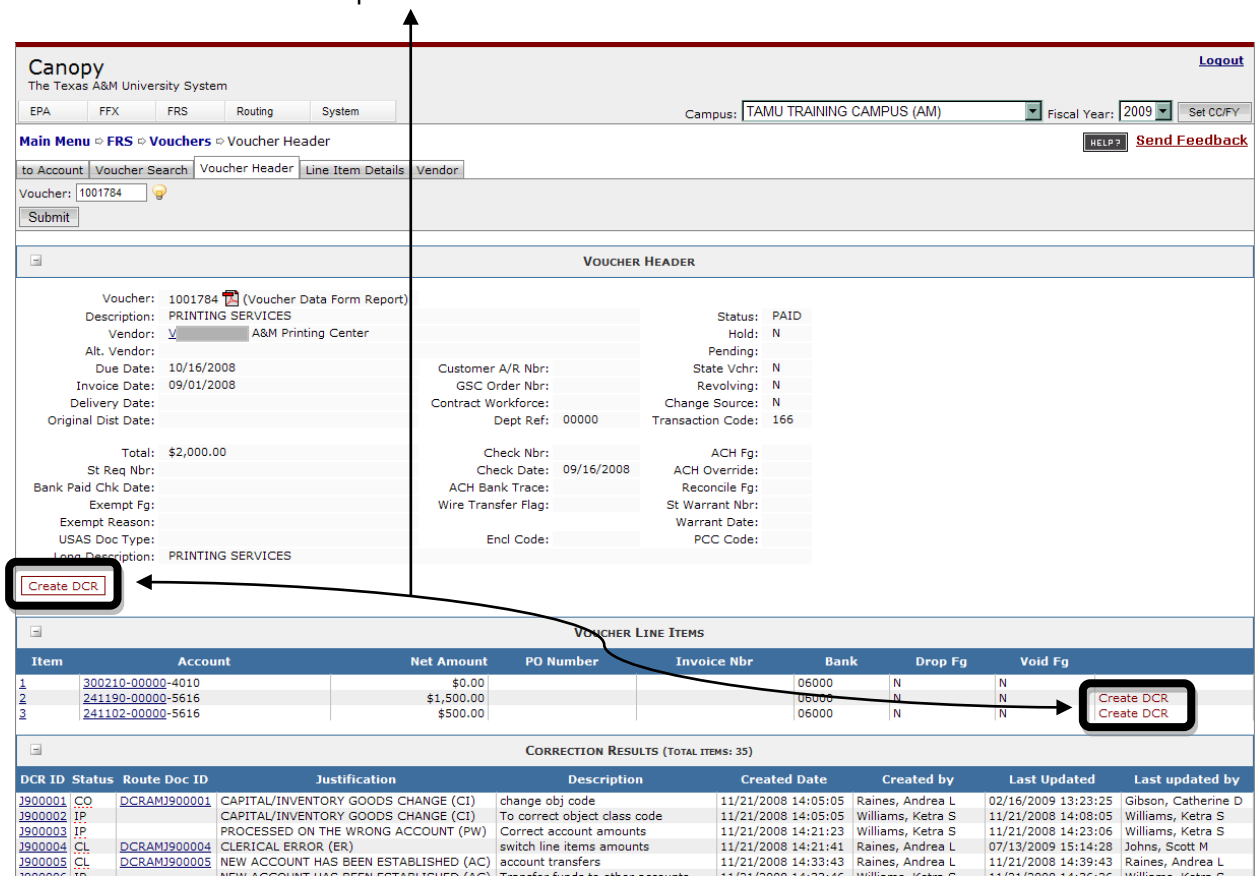
1001797 3 300090-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/25/2008
Select 1001798 2 241408-00000 0000 PAID $1,990.54 COMPUTER APPLE MACBOOK Apple Computer 000519 11/17/2008 11/13/2008
1001799 2 246206-00000 0000 DROP $0.00 COMPUTER APPLE MACBOOK Dell Higher Education 11/14/2008

❖ Method Two

Voucher : Begin with a display of the voucher you want to correct

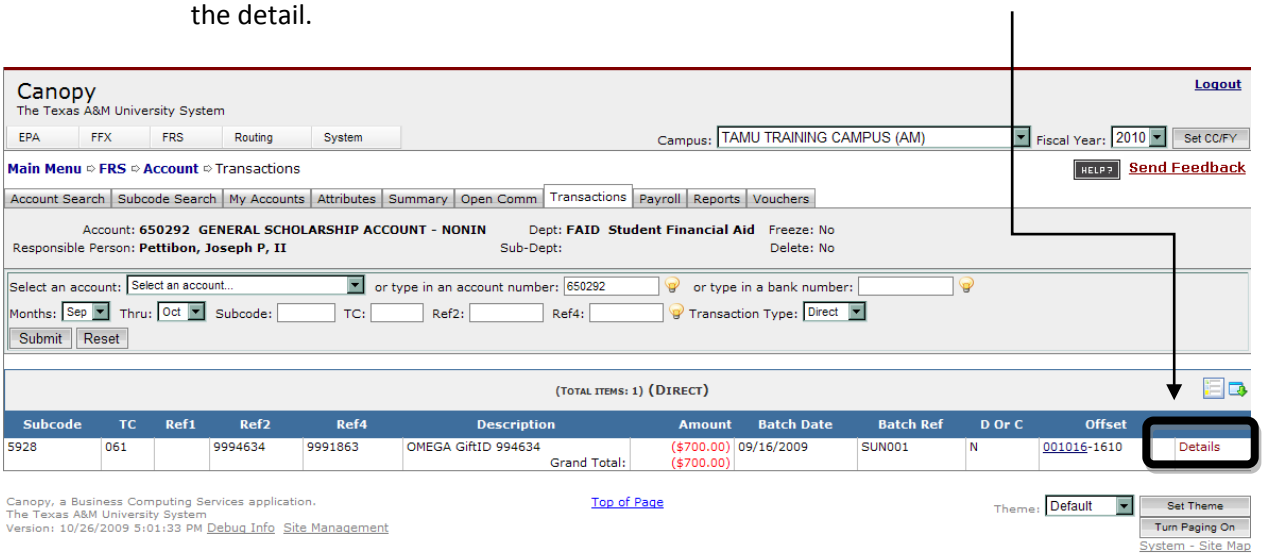
- Using the **Voucher Header** tab, type in the Voucher number to be corrected.

- The ability to create a DCR document displays if the voucher meets the minimum requirements for correction.

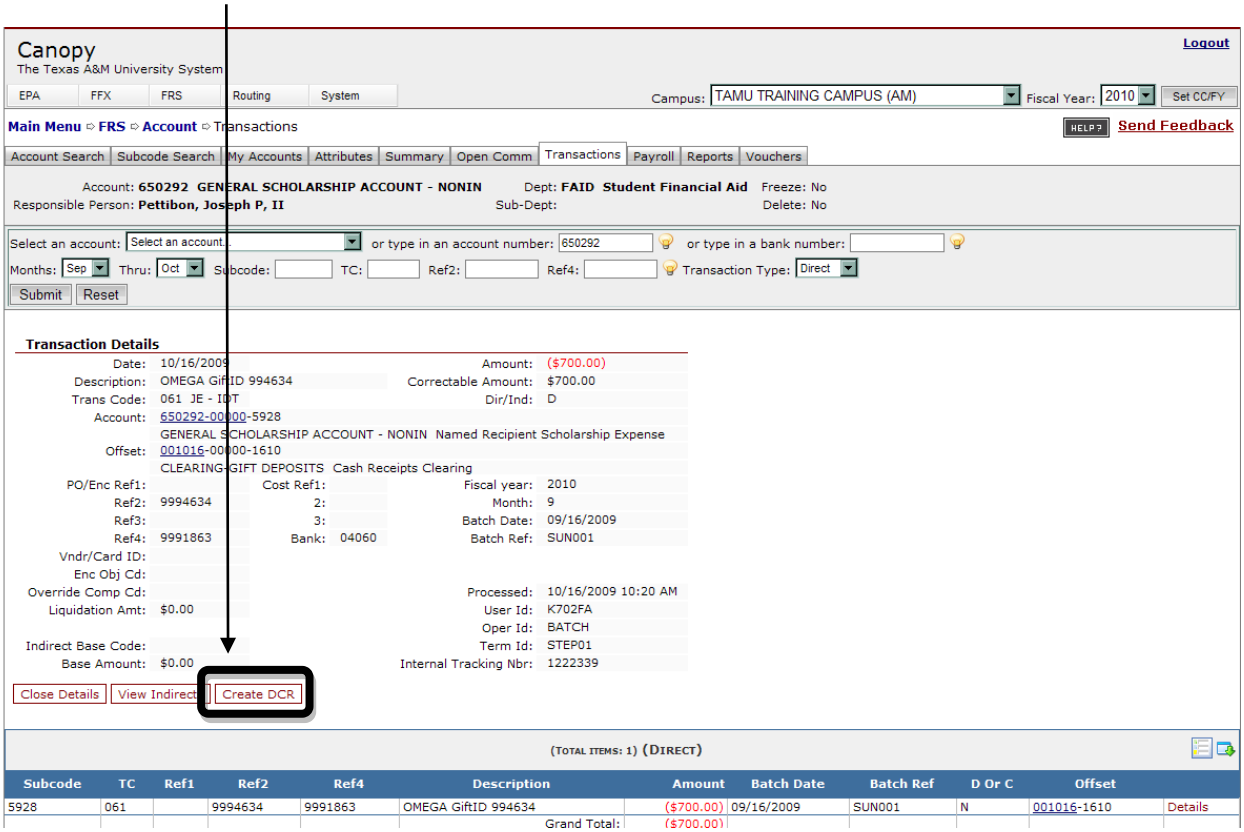

Canopy
The Texas A&M University System
Logout
EPA
FFX
FRS
Routing
System
Campus: TAMU TRAINING CAMPUS (AM)
Fiscal Year: 2009
Set CC/FY
Main Menu ⇨ FRS ⇨ Vouchers ⇨ Voucher Header
HELP
Send Feedback
to Account
Voucher Search
Voucher Header
Line Item Details
Vendor
Voucher: 1001784
Submit
VOUCHER HEADER
Voucher: 1001784 (Voucher Data Form Report)
Description: PRINTING SERVICES
Vendor: V A&M Printing Center
Alt. Vendor:
Due Date: 10/16/2008
Invoice Date: 09/01/2008
Delivery Date:
Original Dist Date:
Total: $2,000.00
St Req Nbr:
Bank Paid Chk Date:
Exempt Fg:
Exempt Reason:
USAS Doc Type:
Long Description: PRINTING SERVICES
Customer A/R Nbr:
GSC Order Nbr:
Contract Workforce:
Dept Ref: 00000
Check Nbr:
Check Date: 09/16/2008
ACH Bank Trace:
Wire Transfer Flag:
Encl Code:
Status: PAID
Hold: N
Pending:
State Vchr: N
Revolving: N
Change Source: N
Transaction Code: 166
ACH Fg:
ACH Override:
Reconcile Fg:
St Warrant Nbr:
Warrant Date:
PCC Code:
Create DCR
VOUCHER LINE ITEMS
Item
Account
Net Amount
PO Number
Invoice Nbr
Bank
Drop Fg
Void Fg
1 300210-00000-4010 $0.00 06000 N N
2 241190-00000-5616 $1,500.00 06000 N N Create DCR
3 241102-00000-5616 $500.00 06000 N N Create DCR
CORRECTION RESULTS (TOTAL ITEMS: 35)
DCR ID Status Route Doc ID Justification Description Created Date Created by Last Updated Last updated by
J900001 CO DCRAMJ900001 CAPITAL/INVENTORY GOODS CHANGE (CI) change obj code 11/21/2008 14:05:05 Raines, Andrea L 02/16/2009 13:23:25 Gibson, Catherine D
J900002 IP CAPITAL/INVENTORY GOODS CHANGE (CI) To correct object class code 11/21/2008 14:05:05 Williams, Ketra S 11/21/2008 14:08:05 Williams, Ketra S
J900003 IP PROCESSED ON THE WRONG ACCOUNT (PW) Correct account amounts 11/21/2008 14:21:23 Williams, Ketra S 11/21/2008 14:23:06 Williams, Ketra S
J900004 CL DCRAMJ900004 CLERICAL ERROR (ER) switch line items amounts 11/21/2008 14:21:41 Raines, Andrea L 07/13/2009 15:14:28 Johns, Scott M
J900005 CL DCRAMJ900005 NEW ACCOUNT HAS BEEN ESTABLISHED (AC) account transfers 11/21/2008 14:33:43 Raines, Andrea L 11/21/2008 14:39:43 Raines, Andrea L

Transaction: Begin with a display of the Transaction you want to correct

- Using the Transaction search, display the transaction and click on ***Details*** to see the detail.


Canopy
The Texas A&M University System
Logout
EPA FFX FRS Routing System
Campus: TAMU TRAINING CAMPUS (AM)
Fiscal Year: 2010
Set CC/FY
Main Menu ⇨ FRS ⇨ Account ⇨ Transactions
Send Feedback
Account Search | Subcode Search | My Accounts | Attributes | Summary | Open Comm | Transactions | Payroll | Reports | Vouchers
Account: 650292 GENERAL SCHOLARSHIP ACCOUNT - NONIN
Dept: FAID Student Financial Aid
Freeze: No
Responsible Person: Pettibon, Joseph P, II
Sub-Dept:
Delete: No
Select an account:
or type in an account number: 650292
or type in a bank number:
Months: Sep Thru: Oct Subcode: TC: Ref2: Ref4: Transaction Type: Direct
Submit Reset
(TOTAL ITEMS: 1) (DIRECT)
Subcode | TC | Ref1 | Ref2 | Ref4 | Description | Amount | Batch Date | Batch Ref | D Or C | Offset
5928 | 061 | | 9994634 | 9991863 | OMEGA GiftID 994634 | ($700.00) | 09/16/2009 | SUN001 | N | 001016-1610 | Details
Grand Total: ($700.00)
Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/26/2009 5:01:33 PM Debug Info Site Management
Top of Page
Theme: Default
Set Theme
Turn Paging On
System - Site Map

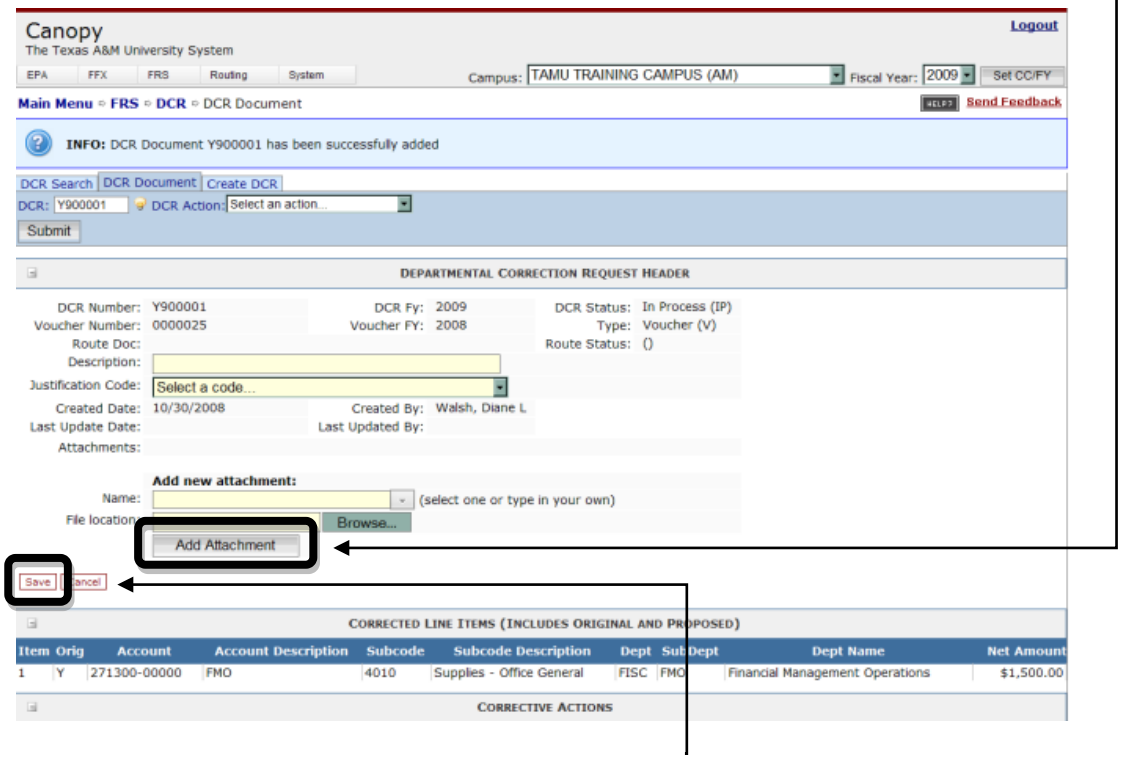
- The transaction detail displays, and if the transaction meets minimum requirements, the ***Create DCR*** button will display.


Canopy
The Texas A&M University System
Logout
Campus: TAMU TRAINING CAMPUS (AM)
Fiscal Year: 2010
Set CC/FY
Main Menu ⇨ FRS ⇨ Account ⇨ Transactions
Send Feedback
Account Search | Subcode Search | My Accounts | Attributes | Summary | Open Comm | Transactions | Payroll | Reports | Vouchers
Account: 650292 GENERAL SCHOLARSHIP ACCOUNT - NONIN
Responsible Person: Pettibon, Joseph P, II
Transaction Details
Date: 10/16/2009
Amount: ($700.00)
Description: OMEGA GiftID 994634
Correctable Amount: $700.00
Trans Code: 061 JE - IDT
Dir/Ind: D
Account: 650292-00000-5928
GENERAL SCHOLARSHIP ACCOUNT - NONIN Named Recipient Scholarship Expense
Offset: 001016-00000-1610
CLEARING-GIFT DEPOSITS Cash Receipts Clearing
PO/Enc Ref1:
Cost Ref1:
Fiscal year: 2010
Ref2: 9994634
2:
Month: 9
Ref3:
3:
Batch Date: 09/16/2009
Ref4: 9991863
Bank: 04060
Batch Ref: SUN001
Vndr/Card ID:
Enc Obj Cd:
Override Comp Cd:
Processed: 10/16/2009 10:20 AM
Liquidation Amt: $0.00
User Id: K702FA
Oper Id: BATCH
Term Id: STEP01
Indirect Base Code:
Base Amount: $0.00
Internal Tracking Nbr: 1222339
Close Details
View Indirect
Create DCR
(TOTAL ITEMS: 1) (DIRECT)
Subcode | TC | Ref1 | Ref2 | Ref4 | Description | Amount | Batch Date | Batch Ref | D Or C | Offset
5928 | 061 | | 9994634 | 9991863 | OMEGA GiftID 994634 | ($700.00) | 09/16/2009 | SUN001 | N | 001016-1610 | Details
Grand Total: ($700.00)

2. **Edit** the DCR Document
   You are redirected to the DCR Document page, where the original document information is pulled so the actual corrections can be made.

   - Enter data for the mandatory fields
     Description – type in your own description
     Justification Code – choose from the drop down list

   - Optionally, you can **Add Attachment** by typing in the name or type of attachment or choose a name from the drop down list. Then you can browse your computer to attach the file. Click the ***Add Attachment*** button to attach.

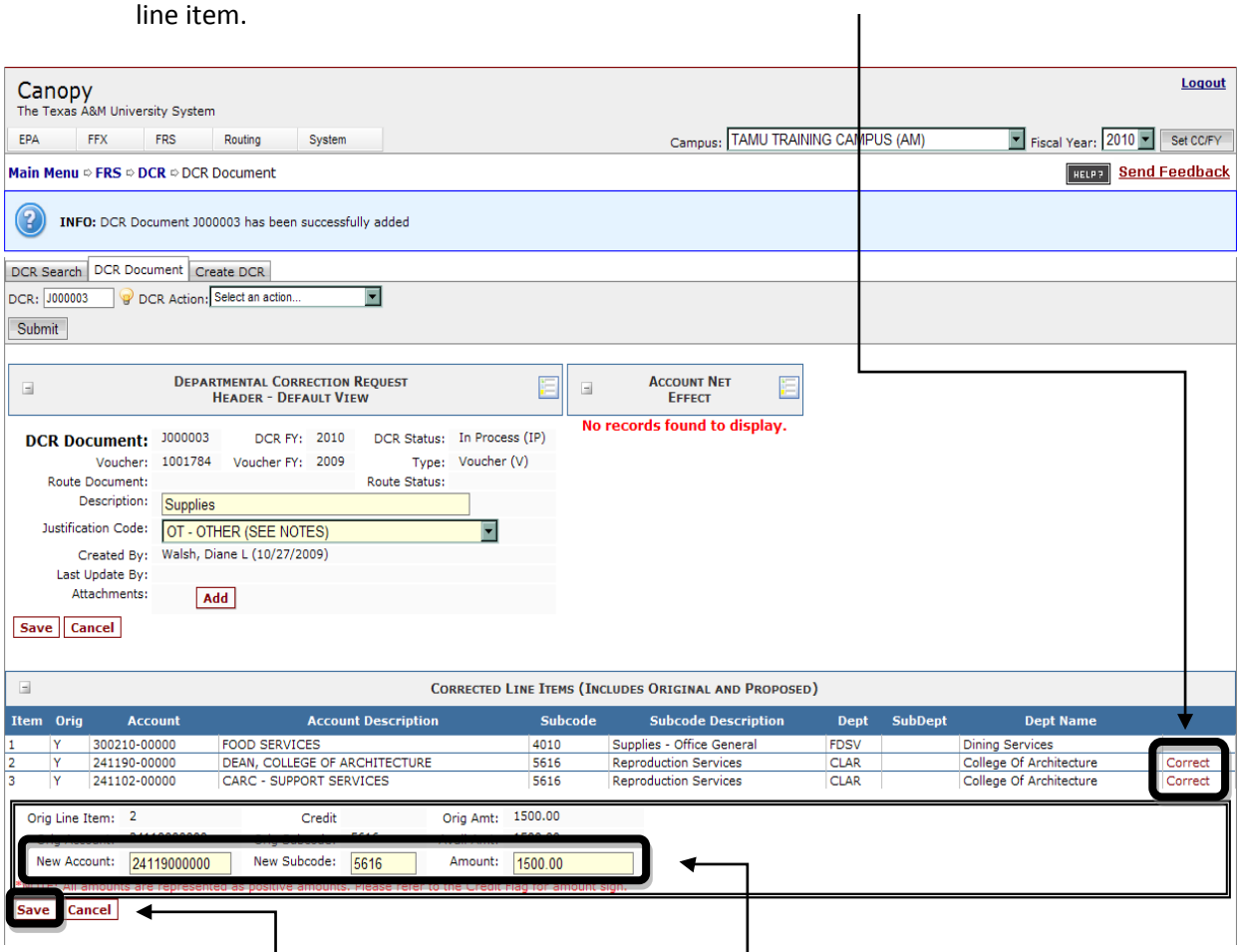


   - Save the DCR Document Header by clicking on the ***Save*** button.

   - Optionally, you can add an **FYI** copy to route to persons not normally in the routing paths. Click the ***Add FYI*** button to add the information required.

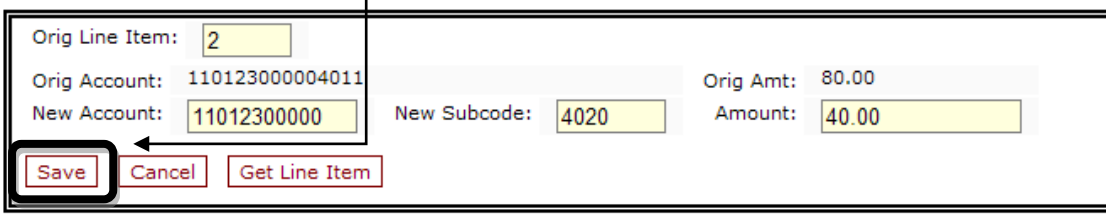
3. **Make** the Corrections

- To open the section and make your correction, click on the ***Correct*** link next to the line item.

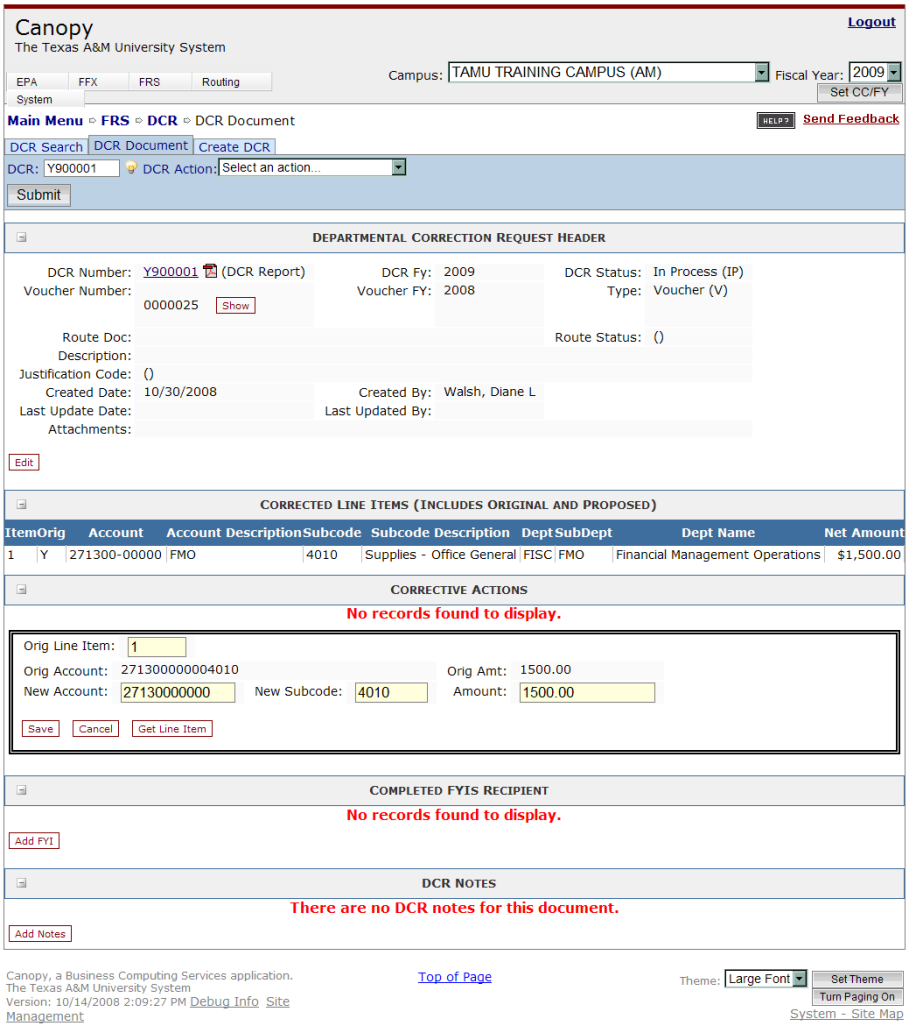

Canopy
The Texas A&M University System
Logout
EPA FFX FRS Routing System
Campus: TAMU TRAINING CAMPUS (AM)
Fiscal Year: 2010
Set CC/FY
Main Menu ▷ FRS ▷ DCR ▷ DCR Document
HELP?
Send Feedback
INFO: DCR Document J000003 has been successfully added
DCR Search
DCR Document
Create DCR
DCR: J000003
DCR Action: Select an action...
Submit
DEPARTMENTAL CORRECTION REQUEST HEADER - DEFAULT VIEW
ACCOUNT NET EFFECT
No records found to display.
DCR Document: J000003
DCR FY: 2010
DCR Status: In Process (IP)
Voucher: 1001784
Voucher FY: 2009
Type: Voucher (V)
Route Document:
Route Status:
Description: Supplies
Justification Code: OT - OTHER (SEE NOTES)
Created By: Walsh, Diane L (10/27/2009)
Last Update By:
Attachments:
Add
Save
Cancel
CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)
Item Orig Account Account Description Subcode Subcode Description Dept SubDept Dept Name
1 Y 300210-00000 FOOD SERVICES 4010 Supplies - Office General FDSV Dining Services
2 Y 241190-00000 DEAN, COLLEGE OF ARCHITECTURE 5616 Reproduction Services CLAR College Of Architecture Correct
3 Y 241102-00000 CARC - SUPPORT SERVICES 5616 Reproduction Services CLAR College Of Architecture Correct
Orig Line Item: 2
Credit
Orig Amt: 1500.00
New Account: 24119000000
New Subcode: 5616
Amount: 1500.00
Save
Cancel

- Enter the new information: ***Account***, ***Subcode,*** and ***Amount*** are the fields that can be changed. Below is another sample.

- Once the correction is entered, click on the ***Save*** button.

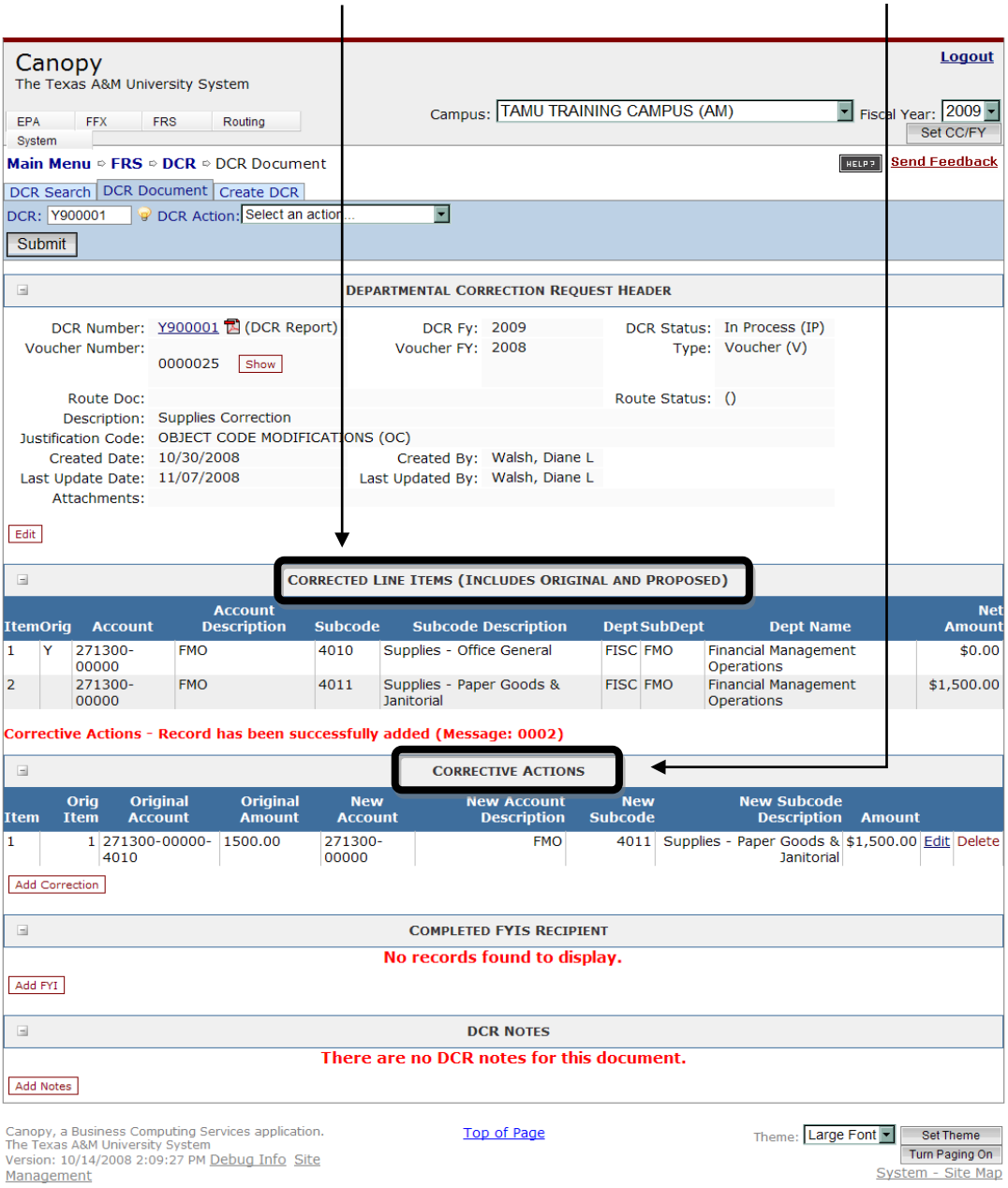


This is a display of the entire page.



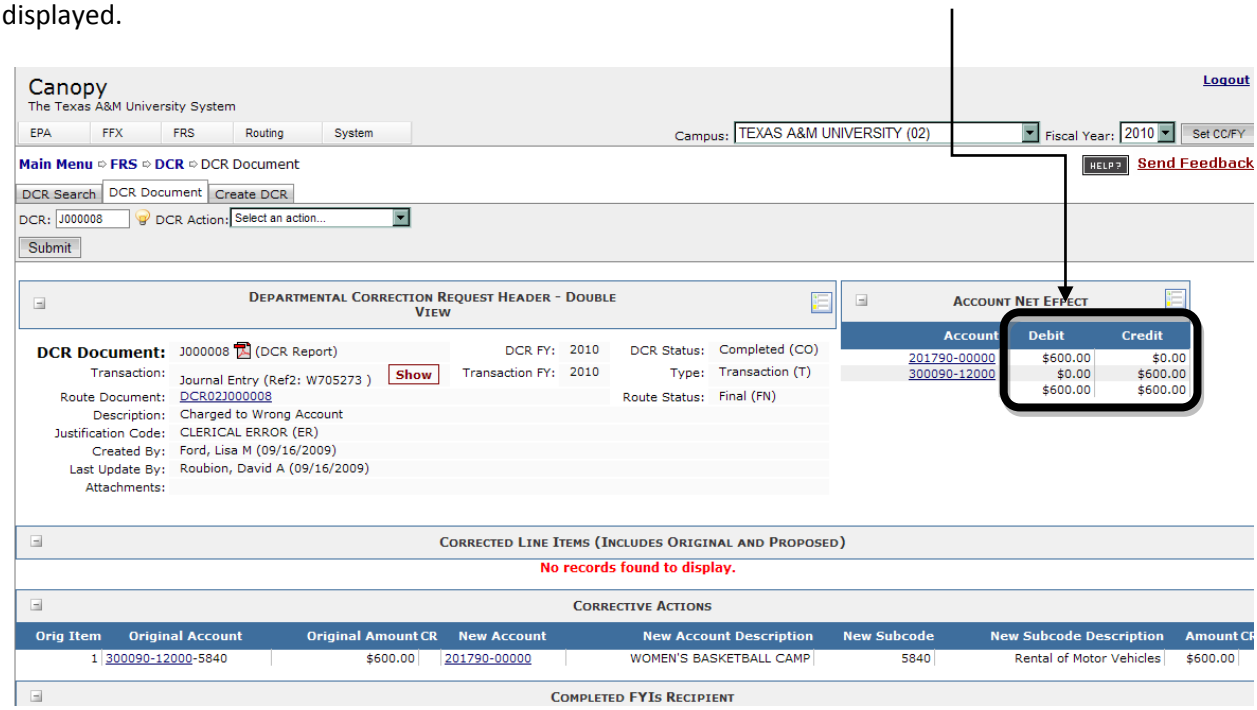
All DCR amounts entered are positive – the posting handles the credits and debits.

You will then see the "correction" lines displayed in two sections of the document: under the heading **Corrected Line Item** and under the heading **Corrective Actions**.


Canopy
The Texas A&M University System
Logout
EPA
FFX
FRS
Routing
System
Campus: TAMU TRAINING CAMPUS (AM)
Fiscal Year: 2009
Set CC/FY
Main Menu ▫ FRS ▫ DCR ▫ DCR Document
HELP?
Send Feedback
DCR Search
DCR Document
Create DCR
DCR: Y900001
DCR Action: Select an action...
Submit
DEPARTMENTAL CORRECTION REQUEST HEADER
DCR Number: Y900001 (DCR Report)
DCR Fy: 2009
DCR Status: In Process (IP)
Voucher Number: 0000025 Show
Voucher FY: 2008
Type: Voucher (V)
Route Doc:
Route Status: ()
Description: Supplies Correction
Justification Code: OBJECT CODE MODIFICATIONS (OC)
Created Date: 10/30/2008
Created By: Walsh, Diane L
Last Update Date: 11/07/2008
Last Updated By: Walsh, Diane L
Attachments:
Edit
CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)
Item Orig Account Account Description Subcode Subcode Description Dept SubDept Dept Name Net Amount
1 Y 271300-00000 FMO 4010 Supplies - Office General FISC FMO Financial Management Operations $0.00
2 271300-00000 FMO 4011 Supplies - Paper Goods & Janitorial FISC FMO Financial Management Operations $1,500.00
Corrective Actions - Record has been successfully added (Message: 0002)
CORRECTIVE ACTIONS
Item Orig Item Original Account Original Amount New Account New Account Description New Subcode New Subcode Description Amount
1 1 271300-00000-4010 1500.00 271300-00000 FMO 4011 Supplies - Paper Goods & Janitorial $1,500.00 Edit Delete
Add Correction
COMPLETED FYIS RECIPIENT
No records found to display.
Add FYI
DCR NOTES
There are no DCR notes for this document.
Add Notes
Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 2:09:27 PM Debug Info Site Management
Top of Page
Theme: Large Font
Set Theme
Turn Paging On
System - Site Map

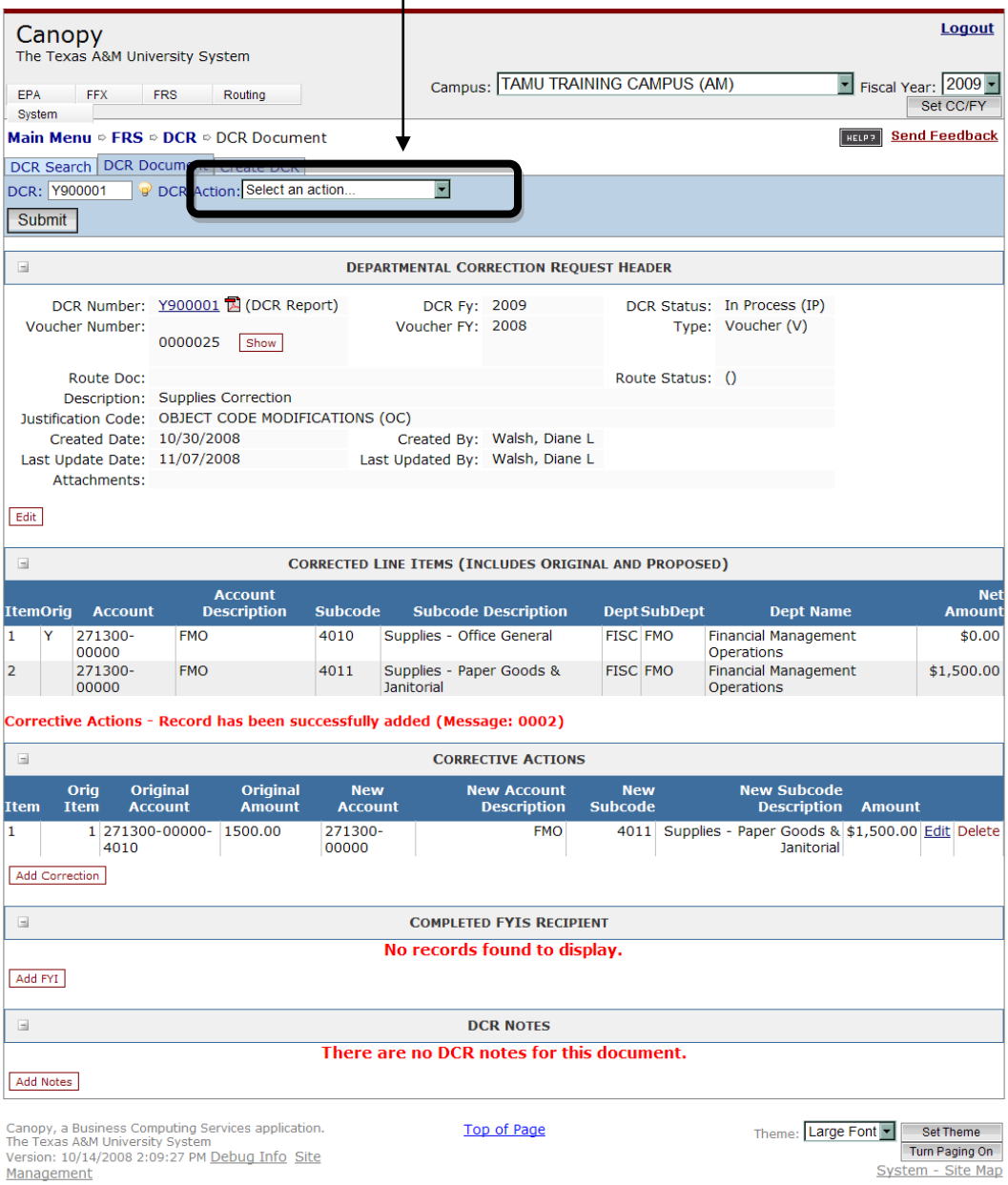
When the DCR document is displayed, there is a section on the right side of the page that shows the Account Net Effect.

In the example below, since this is a double sided entry, the columns of **Debit** and **Credit** are displayed.



1. Choose a **DCR Action** from the drop-down list near the top of the page.

   - o CLOSE (without routing)
   - o ROUTE the document
   - o or CANCEL the document


Canopy
The Texas A&M University System
Logout
Campus: TAMU TRAINING CAMPUS (AM)
Fiscal Year: 2009
Set CC/FY
EPA
FFX
FRS
Routing
System
Main Menu » FRS » DCR » DCR Document
Send Feedback
DCR Search
DCR: Y900001
DCR Action: Select an action...
Submit
DEPARTMENTAL CORRECTION REQUEST HEADER
DCR Number: Y900001 (DCR Report)
DCR Fy: 2009
DCR Status: In Process (IP)
Voucher Number: 0000025 Show
Voucher FY: 2008
Type: Voucher (V)
Route Doc:
Route Status: ()
Description: Supplies Correction
Justification Code: OBJECT CODE MODIFICATIONS (OC)
Created Date: 10/30/2008
Created By: Walsh, Diane L
Last Update Date: 11/07/2008
Last Updated By: Walsh, Diane L
Attachments:
Edit
CORRECTED LINE ITEMS (INCLUDES ORIGINAL AND PROPOSED)
Item Orig Account Account Description Subcode Subcode Description Dept SubDept Dept Name Net Amount
1 Y 271300-00000 FMO 4010 Supplies - Office General FISC FMO Financial Management Operations $0.00
2 271300-00000 FMO 4011 Supplies - Paper Goods & Janitorial FISC FMO Financial Management Operations $1,500.00
Corrective Actions - Record has been successfully added (Message: 0002)
CORRECTIVE ACTIONS
Item Orig Item Original Account Original Amount New Account New Account Description New Subcode New Subcode Description Amount
1 1 271300-00000-4010 1500.00 271300-00000 FMO 4011 Supplies - Paper Goods & Janitorial $1,500.00 Edit Delete
Add Correction
COMPLETED FYIS RECIPIENT
No records found to display.
Add FYI
DCR NOTES
There are no DCR notes for this document.
Add Notes
Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 2:09:27 PM Debug Info Site Management
Top of Page
Theme: Large Font
Set Theme
Turn Paging On
System - Site Map

4. **Route** the DCR Document
   DCR documents route through **Department Routing** for the accounts on the voucher. A special path can be set up at the department level to route the DCR form to a separate path. After department routing, the document may route to an **Executive Level** and then on the **DCR Processing Office**.

   Within the Processing Office, which path the document takes is determined by the particular setup of the Routing. The options are detailed in the Routing section of this document. With final approval in the DCR Processing Office, the document is complete and the appropriate transaction is posted to FAMIS. The transaction can be seen in CANOPY or on Screen 23 in FRS.

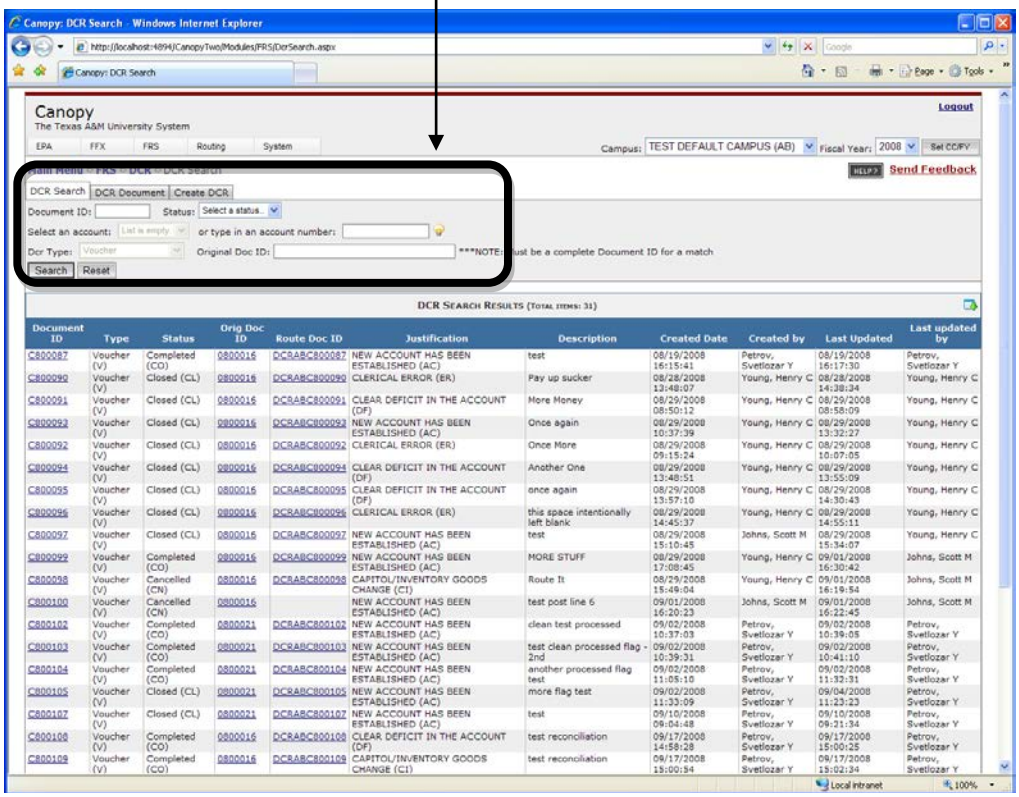
   While you can create up to three active corrections on the same document type, only one can be routing at a time.

   The document can be changed throughout the routing process, but only in the Processing Office.

   Routing Approvals can be done using CANOPY or by using Screen 910 in FAMIS.

5. **Search** DCR Documents

   Click on **FRS** -> **DCR** -> **DCR Search**; enter a partial DCR Document ID, Account Number, or the complete original Document ID.



Manual DCR

To standardize the voucher correction process, DCR documents may now be used to document all types of voucher corrections. For transactions the DCRs can already automatically post, they will continue to post automatically. For all others, the DCR will be used to provide documentation via attachments, notes, and routing approvals. Voucher corrections using the change source of funds screens will require manual entry by the processing office during the DCR final approval.

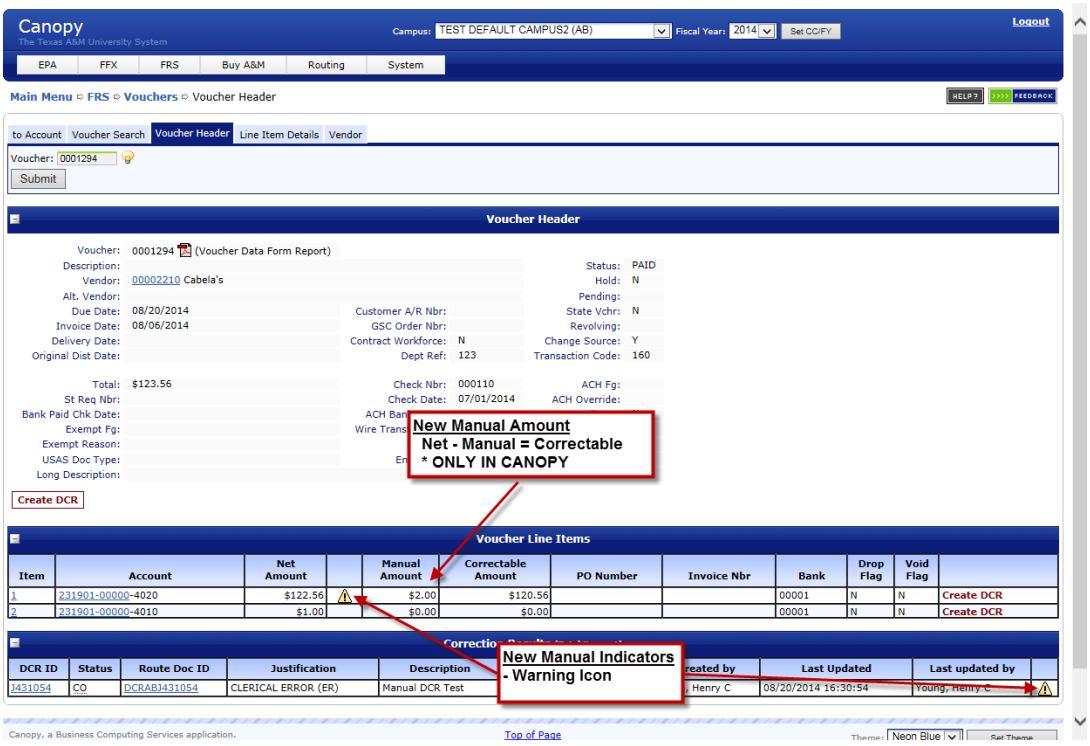
- The manual DCR will be marked to highlight the manual posting requirement.
- Automatic and Manual DCR corrections may exist on a single DCR document.
- A hard stop in ROUTING to force the manual step is required.

DCR documents requiring manual entry for completion may now be submitted via the DCR function in Canopy.

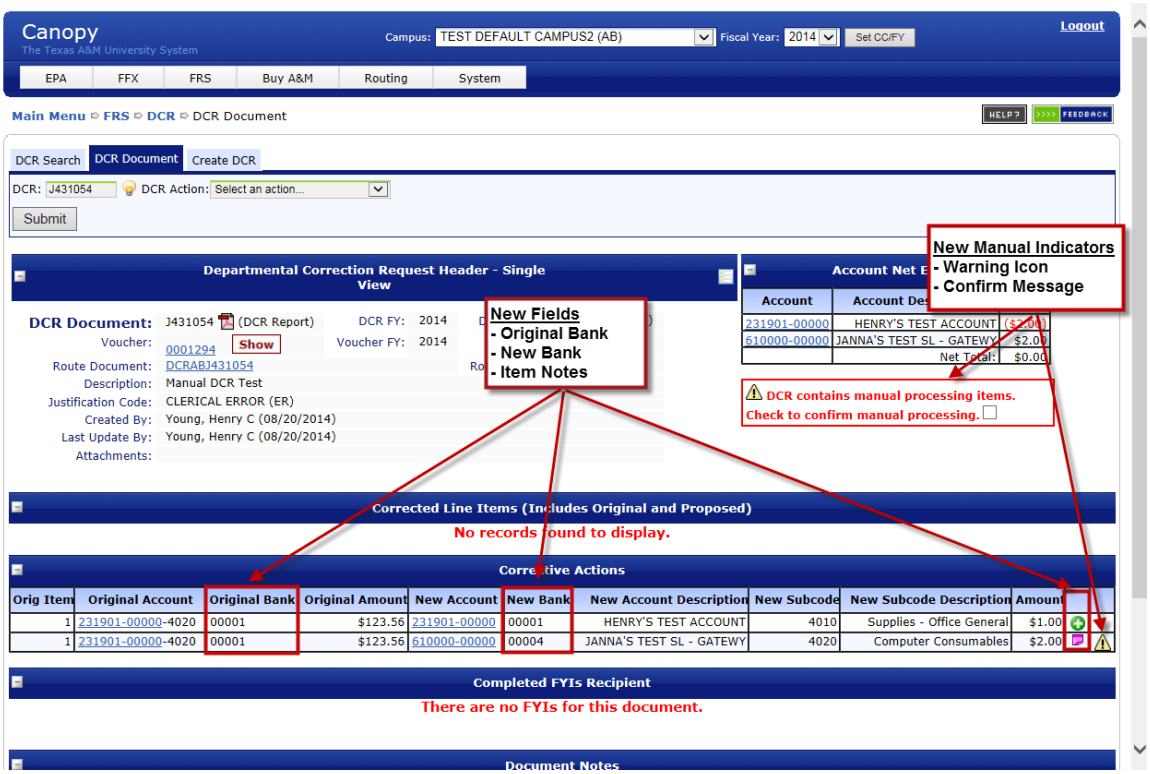
Voucher Changes for Manual DCR

For vouchers affected by the new process, new fields will be visible on the Voucher Data Form:

- Voucher lines display prior DCR corrections.
- Manual Warning Indicator ⚠ on voucher corrections which are completed manually.
- Remaining Correctable Amount - this is only viewable in Canopy.



The system will automatically detect entries requiring Manual entry. Several indicators will appear on the entry page indicating the requirement for Manual entry and requesting acknowledgment of that requirement prior to routing submission.



Routing DCR Documents

Departmental

Departmental routing paths are followed in the routing of DCR documents. When expenses are corrected from one department to another, both departments are required to sign the document. The DCR document will route to the department who is accepting the new expense first. The default department routing path will be used unless a separate DCR path is setup and maintained by your Electronic Office Manager.

Executive Level

An executive level of approvals can be established to route DCR documents.

Optionally, for vouchers only, the DCR form has a built in "DAYS Over" check. The "DAYS Over" value is based on the Voucher Check Date and the Initial Route Date. Screen 950 must be set to "DA" for the DCR form and a new path created with the number of days in the ***Category*** field on Screen 921 Dept Level or Screen 925 Exec Level. If the original voucher is older than the number of days defining the path (60, 90, etc.), the new path will be used.

Processing Office

A DCR Processing Office is established and all departmental documents route to the DCR Processing Office for final review and approval.

Routing Paths for Fixed Assets and Contracts & Grants

Specific paths within the processing office can be established for documents related to Fixed Assets (FFX) and/or Contract and Grants (C&G). The setup to use this functionality is on Screen 933, DCR Settings Maintenance.

Routing Path for Auto Approvals

There is the also the capability of "fast tracking" it through the processing office. Certain conditions must be met to go to the "Auto-Approval" path in the Processing Office. Basically, only the account is wrong and both the new and old accounts are in the same department.

The "Auto Approval" rules are:

- DCR may not be C&G or FFX related
- Amount must be the same
- Object code must be the same
- Original SL account and destination SL account must be within the same Department
  - The Department on all accounts must be the same
- Fiscal year of DCR must be the same as the current fiscal year
- "AUTO-APP" path must be defined on Screen 926. The only required desk on this path is "P Pass-Thru" desk to facilitate the posting.

Technically, even the Auto Approval documents pass through the Processing Office. Any errors that occur during posting are available for the people who are on the special "P" posting desk in the DCR Processing Office.

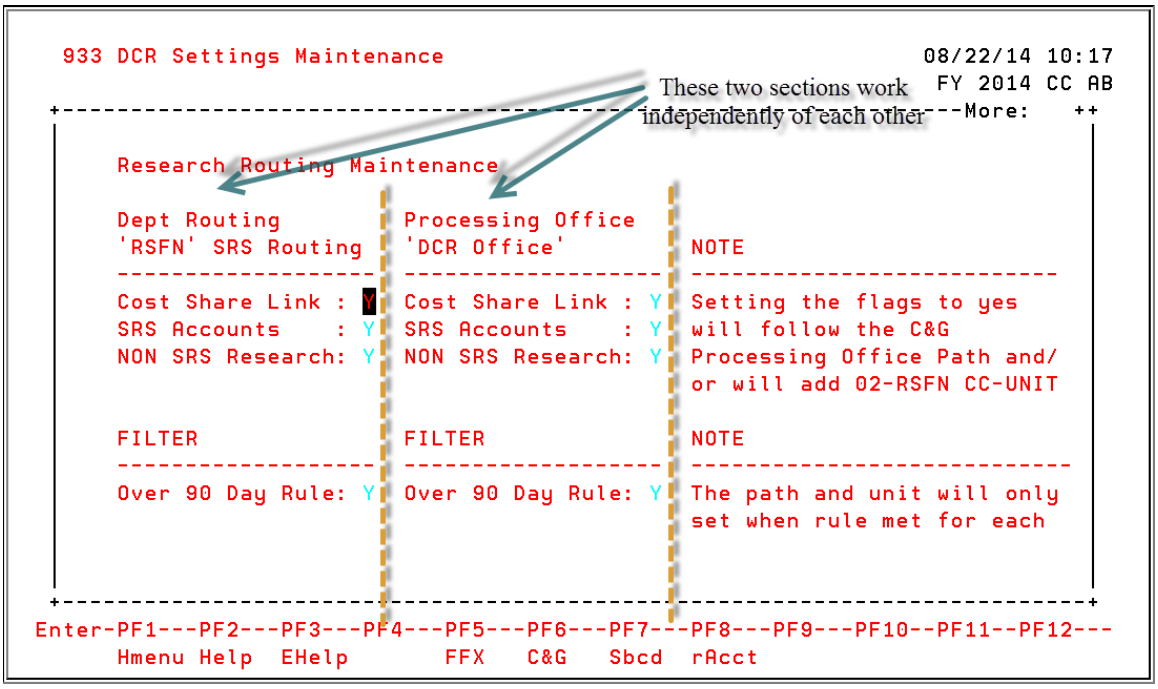
FYI - For Your Information Routing

In addition to the established routing paths, information copies (FYI Routing) can be added dynamically on the document page. This gives you extra flexibility to notify others of the correction.

The creator of the DCR document automatically receives an FYI notification when the document is completed and the transfer has posted.

DCR Routing Maintenance (Screen 933)

Pressing ***PF6*** on Screen 933 will display the options for Research Routing Maintenance.

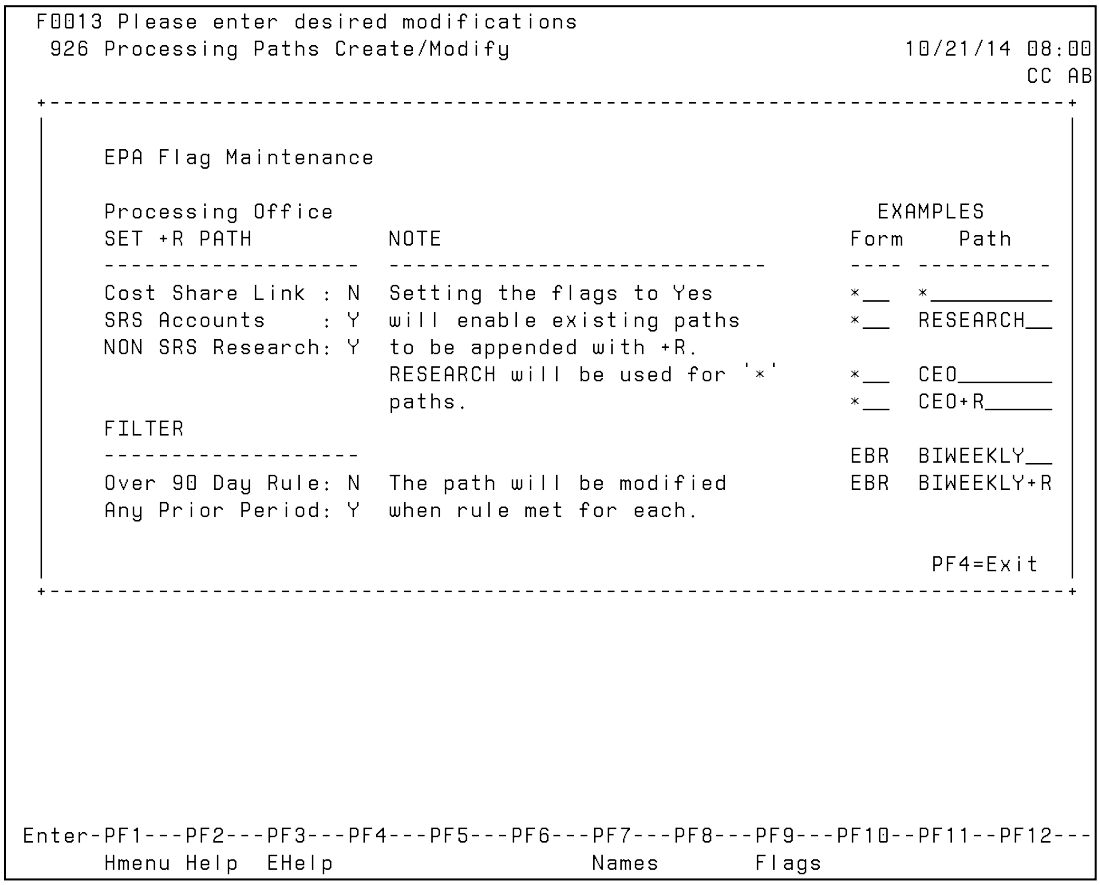

933 DCR Settings Maintenance
08/22/14 10:17
FY 2014 CC AB
More: ++
These two sections work independently of each other
Research Routing Maintenance
Dept Routing 'RSFN' SRS Routing
Cost Share Link : Y
SRS Accounts : Y
NON SRS Research: Y
Processing Office 'DCR Office'
Cost Share Link : Y
SRS Accounts : Y
NON SRS Research: Y
NOTE
Setting the flags to yes will follow the C&G Processing Office Path and/or will add 02-RSFN CC-UNIT
FILTER
Over 90 Day Rule: Y
FILTER
Over 90 Day Rule: Y
NOTE
The path and unit will only set when rule met for each
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp FFX C&G Sbcd rAcct

The flags will be used to determine whether the RSFN Department is added to the document routing and whether the DCR Office Path is required.

- *When Screen 933 DCR Settings has a PATH Setup and the criteria specified for the Research Routing Maintenance for Processing Office "DCR Office," then the defined path will be returned.*
- *When Screen 933 DCR Settings Dept Routing "RSFN" SRS Routing criteria is met, the CC-UNIT "02-RSFN" will be added to the array for the DCR routing.*

DCR Settings Maintenance

Only processing offices with EPA forms on Screen 950 will display the [PF9] Flags on Screen 926.



CROI - DCR and EPA Documents

The CROI committee requested multiple enhancements to improve the routing and approvals features, attachment capabilities and notes capabilities of DCR and EPA documents as related to research accounts on these documents.

FAMIS Services has completed preliminary work to achieve these improvements affecting many screens in FAMIS and DCR and EPA forms in Canopy. This document explores the improvements and includes many of the step-by-step instructions required to implement these improvements in FAMIS and Canopy.

Enhancement Items Summary

- DCR Notes by DCR line item
- Research Over 90 day routing on EPAs and DCRs
- Attachment improvements:
    - Add/Delete Attachments throughout the routing lifespan
    - Add/Delete Attachments in the Processing Office
- Manual DCRs: Routing and Approvals of DCRs requiring manual steps
    - Creator acknowledgement of manual steps required
    - Acknowledgement capability of manual step completion

EPA Research and/or Research Over 90

Enable all research related EPAs and DCRs that are over the "90 day" rule to route to additional approvers, such as the college Dean or System Member review/auditors.

This has been accomplished by adding a *NEW* document category to the routing path setup and will require each System Member, or each college's E-Office Managers, to maintain additional routing paths on Screen 925 and Screen 926 in FAMIS. Documents meeting the requirements of the over 90 routing will automatically route for approvals on the new path.

EPA Research rule: EPA documents meeting any of the following conditions qualify as research for routing purposes:

(1) Documents with SRS accounts on either old or new iteration source lines.
(2) Documents with Cost Share accounts on old or new iteration source lines.
(3) Documents where the EPA Header has RF cost share checked.
(4) Documents where the SL or SA accounts used have Sponsored Project data in fields on Screen 9, such as THECB, NSF Category, and CFDA.
(5) Documents where the SL has an associated sponsor and at least one Sponsored Project data field on Screen 9, refer to Line 4 above.

(6) SA has a sponsor associated with the account, and at least one of the Sponsored Project data fields on Screen 59.

EPA 90 Day rule: EPA must have a Net Funding prior period adjustment to qualify for this rule.

- Net Funding that includes prior period adjustments will appear highlighted as "Manual correction required."
- The Source Line(s) responsible for the Net Funding will be validated for the Effective Begin Date. The date the EPA is CLOSED will be compared to the source line effective date.
- The prior period adjustment falls under the 90 day rule.

If both EPA rules apply, the system will automatically mark the EPA with the new routing category - ***Research90.***

The "RSFN" department will be automatically added to the routing path when:

- RF Cost Share is checked
- Net Funding is on SRS accounts SRS-flag=Y
- Net Funding account is in HSC department 9000
- Net Funding account is in TEES project 32526

DCR Research Over 90

Departmental level routing units will see the following:

- New and Original Departments of changed accounts
- RSFN departmental approvers will review the documents when Screen 933 SRS rules apply to the document.

Processing office routing

- Path selection based on Screen 933 FFX rules, C&G rules, or "BOTH"
- 90 day category already exists

DCR Research rule:
A voucher correction is currently only available to local accounts. If the old or new local account is one of the following:

(1) SRS accounts on either old or new adjusted local account(s)
(2) Cost share accounts on old or new
(3) SL has Sponsored Project data (Screen 9)
(4) SL has sponsor and at least one of the CFDA, NSF, or THECB data (Screen 9)
(5) SA has sponsor and at least one of the CFDA, NSF, or THECB data (Screen 59)

DCR 90 day rule:
The date the DCR is closed and routed for approval is compared to the original items posting date.

If both DCR rules apply, the system will automatically mark the DCR with the new category. ***Research90***

Research90 is a combination category representing SRS administered Research or NON-SRS administered research and over 90 days. A single routing document could have combinations of the following elements:

- SRS Research Only
- Non-SRS research System Member administered projects – all sponsors
- Over 90 day rule

I. Quick Setup Guide - Research

A. Screen 921 – TAMRF Office

Add "DCR" to your SRS departmental routing office, TAMRF. (dept RSFN or HSC's 9000) This will separate DCR approvers out from the EPAs approvers. On this routing office "SIGNER DSK" has payroll folks; a new "SIGNER DCR" desk can hold AP folks.

- **Screen 923** – ADD appropriate approvers to "SIGNER DCR" (Melissa G. , +, ??)
  <Insert example>

- **Screen 921** – Add new entry with "DCR" form. (if "SIGNER DCR" set up first, it should be automatically set). If more than the SIGNER approval needed, add additional desks.
  <Insert example>

B. Screen 926 – DCR Office

Your DCR Office will get all DCRs, the docs that contain Research can be routed down a new "+R" path. You will need to duplicate all existing paths and create "+R" entries. An extra approver desk should be added as the FIRST desk on each of these new paths. The new approval desk will hold your campuses research admin/oversight department (HSC's VPR folks). Since there are only 4 desks allowed, it is very possible that you have already used all 4 desk slots. Existing Desks may have to be combined, for example, you might be able to collapse multiple FYI-only desks into a single FYI-desk to free up a slot for the audit team).

- **Screen 922** – add your new *research admin* approval desk
  <Insert HSC VPR example that contain Pamela Knight>

- **Screen 926** – Update your "C+G" path by adding your new research admin approval desk

- Add new path "MANUAL" to route DCRs that contain manual processing to folks who can use the changes source screens.
  <insert HSC example with Deborah Elbrich>

II. Quick Setup Guide - EPA

A. Screen 926 – PF9 - EPA flags

Controls whether or not an EPA will route down the "+R" path, based on CROI recommendations.

B. Set Up 926 PATHS

Your DCR Office will get all DCRs, the docs that contain Research can be routed down a new "+R" path. You will need to duplicate all existing paths and create "+R" entries. An extra approver desk should be added as the FIRST desk on each of these new paths. The new approval desk will hold your campuses research admin/oversight department (HSC's VPR folks). Since there are only 4 desks allowed, it is very possible that you have already used all 4 desk slots. Existing Desks may have to be combined, for example, you might be able to collapse multiple FYI-only desks into a single FYI-desk to free up a slot for the audit team).

- **Screen 922** – add your new *research admin* approval desk
- **Screen 926** – add duplicate paths for each adding "+R" or for '*' paths making "RESEARCH" paths

EXAMPLE: Processing office currently without the optional +R/RESEARCH

```
926 Processing Paths Create/Modify                              10/21/14 08:07
                                                                         CC 07

Screen: ___   Office: PAYROLL___  View: PAYROLL

Description: PAYROLL PROCESSING OFFICE____________________
Office Mgr : CORN, JOSEPH R

F  Form    Path    Category
N                                  Status and Desks
-  ----  ---------- ------------------------------------------------
_  *__   *_________ __________
                    _ CENTRALPAY _ BUDGET APP _ COUNTY APP I INQUIRY___
_  EBR   AGPR-B____ __________
                    _ AGPR-B____ _ BUDGET OFF _ BUDGET APP I INQUIRY+PR
_  EBR   AGPR-M____ __________
                    _ AGPR-M____ _ BUDGET OFF _ BUDGET APP I INQUIRY___
_  EBR   CPHS-B____ __________
                    _ CPPR-B____ _ HUMAN SCI_ _ COUNTY APP I INQ+CP+PR_
_  EBR   CPHS-M____ __________
                    _ CPPR-M____ _ HUMAN SCI_ _ COUNTY APP I INQUIRY+CP
_  EBR   CPPR-B____ __________
                    _ CPPR-B____ _ CP FISCAL_ _ COUNTY APP I INQ+CP+PR_
_  EBR   CPPR-M____ __________
                    _ CPPR-M____ _ CP FISCAL_ _ COUNTY APP I INQUIRY+CP
_  EGR   AGPR-B____ __________
          *** End of list ***
```

EXAMPLE: Processing office with the optional +R/RESEARCH paths added for the EGR forms

```
926 Processing Paths Create/Modify                          10/21/14 08:07
                                                                    CC 07

Screen: ___   Office: PAYROLL___  View: PAYROLL

Description: PAYROLL PROCESSING OFFICE___________________
Office Mgr : CORN, JOSEPH R

F  Form    Path    Category
N                                  Status and Desks
-  ----  ---------- --------------------------------------------------
_  *__   *_________ __________
                    _ CENTRALPAY _ BUDGET APP _ COUNTY APP I INQUIRY___
_  EBR   AGPR-B____ __________
                    _ AGPR-B____ _ BUDGET OFF _ BUDGET APP I INQUIRY+PR
_  EBR   CPPR-M____ __________
                    _ CPPR-M____ _ CP FISCAL_ _ COUNTY APP I INQUIRY+CP
_  EGR   AGPR-B____ __________
                    _ AGPR-B____ _ BUDGET OFF _ SABA APP__ _ __________
_  EGR   AGPR-B+R__ __________
                    _ AUDIT_____ _ AGPR-B____ _ BUDGET OFF _ SABA APP__
_  EGR   AGPR-M____ __________
                    _ AGPR-M____ _ BUDGET OFF _ SABA APP__ _ __________
_  EGR   AGPR-M+R__ __________
                    _ AUDIT_____ _ AGPR-M____ _ BUDGET OFF _ SABA APP__
```

+R Path w/ new or modified desk

+R Path w/ new or modified desk

EXAMPLE: Processing office with the optional +R/RESEARCH paths added for all existing paths

```
926 Processing Paths Create/Modify                          10/21/14 08:02
                                                                  CC 02

Screen: ___   Office: PAYROLLWS_  View: PAYROLL

Description: Processing office view_____________________
Office Mgr : DERRICK, MARYJO

F  Form    Path    Category
N                                  Status and Desks
-  ----  ---------- ------------------------------------------------
_  *__   *_________ __________
                    _ CENTRALDSK _ __________ _ __________ _ __________
_  *__   RESEARCH__ __________
                    _ AUDIT_____ _ CENTRALDSK _ __________ _ __________
_  *__   CEO_______ __________
                    _ CEO_______ _ __________ _ __________ _ __________
_  *__   CEO+R_____ __________
                    _ AUDIT_____ _ CEO_______ _ __________ _ __________
_  *__   PALS______ __________
                    _ PALS______ _ __________ _ __________ _ __________
_  *__   PALS+R____ __________
                    _ AUDIT_____ _ PALS______ _ __________ _ __________
_  *__   PHD_______ __________
                    _ PHD_______ _ __________ _ __________ _ __________
_  *__   PHD+R_____ __________
                    _ AUDIT_____ _ PHD_______ _ __________ _ __________
_  *__   SWAT______ __________
                    _ SWAT______ _ __________ _ __________ _ __________
_  *__   SWAT+R____ __________
                    _ AUDIT_____ _ SWAT______ _ __________ _ __________
          *** End of list ***
```

RESEARCH Path w/ new or modified desk

+R Path w/ new or modified desk

+R Path w/ new or modified desk

+R Path w/ new or modified desk

+R Path w/ new or modified desk

EXAMPLE: Processing office with the optional +R/RESEARCH paths added for all existing paths

```
926 Processing Paths Create/Modify                          10/21/14 08:05
                                                                    CC 05

Screen: ___   Office: BUDGET____  View: BUDGET

Description: Processing office view_____________________
Office Mgr : AUGUSTIN, THERESA

F  Form    Path    Category
N                                  Status and Desks
-  ----  ---------- ------------------------------------------------
_  *__   *_________ __________
                    _ HR_________ _ BUDGET____ I PAYROLL___ I LEAVEDESK_
_  *__   RESEARCH__ __________
                    _ AUDIT_____ _ HR_________ _ BUDGET____ I PAY&LEAVE_
_  EGR   *_________ __________
                    _ HR_________ _ EGBUDGET__ I PAYROLL___ I LEAVEDESK_
_  EGR   RESEARCH__ __________
                    _ AUDIT_____ _ HR_________ _ EGBUDGET__ I PAY&LEAVE_
_  EWR   *_________ __________
                    _ EWPAYROLL_ _ EWSTUDEMP_ _ EWBUDGET__ _ __________
_  EWR   RESEARCH__ __________
                    _ AUDIT_____ _ EWPAYROLL_ _ EWSTUDEMP_ _ EWBUDGET__
_  EWR   NOST______ __________
                    _ HR_________ _ EWBUDGET__ I LEAVEDESK_ _ __________
_  EWR   NOST+R____ __________
                    _ AUDIT_____ _ HR_________ _ EWBUDGET__ I LEAVEDESK
            *** End of list ***
```

RESEARCH Path w/ new or modified desk

RESEARCH Path w/ new or modified desk

RESEARCH Path w/ new or modified desk

+R Path w/ new or modified desk

EXAMPLE: Processing office with the optional +R/RESEARCH paths added for all existing paths

```
926 Processing Paths Create/Modify                          10/21/14 08:23
                                                                    CC 23

Screen: ___   Office: PAYROLL WS  View: PAYROLL

Description: Processing office view_____________________
Office Mgr : QUARLES, CYNTHIA M

F  Form    Path    Category
N                                  Status and Desks
-  ----  ---------- --------------------------------------------------
_  *__   *_________ __________
                    _ PAYROLL WS _ __________ _ __________ _ __________
_  *__   RESEARCH__ __________
                    _ AUDIT_____ _ PAYROLL WS _ __________ _ __________
_  *__   COMRPH____ __________
                    _ COMRPH____ _ __________ _ __________ _ __________
_  *__   COMRPH+R__ __________
                    _ AUDIT_____ _ COMRPH____ _ __________ _ __________
_  *__   COPFUSS___ __________
                    _ COPFUSS___ _ __________ _ __________ _ __________
_  *__   COPFUSS+R_ __________
                    _ AUDIT_____ _ COPFUSS___ _ __________ _ __________
_  ___   __________ __________
                    _ __________ _ __________ _ __________ _ __________
_  ___   __________ __________
                    _ __________ _ __________ _ __________ _ __________
           *** End of list ***
```

RESEARCH Path w/ new or modified desk

+R Path w/ new or modified desk

+R Path w/ new or modified desk

DCR Implementation Task List

Implementation for a Member to use the DCR process is a joint effort between the appropriate personnel at the Member and the FAMIS Services staff. The following items are necessary to begin using the DCR process. In the list below, the steps that must be completed by FAMIS are noted. Contact famishelp@tamus.edu to discuss implementation.

Member Requirements

1. **Security Requirements**
   a. **Entity Security**
      i. Users must have Update Access to either "DCR" or "D*********" Entity in FRS to create DCR documents
      ii. Users must have Inquiry Access to either "DCR" or "D*********" Entity in FRS to review DCR documents
      iii. Existing "D********" security allows for the creation or reviewing of DCR documents (Update or Inquiry)
      iv. Transactions Corrections:
      Service Centers (SC) personnel can correct either side of the transaction

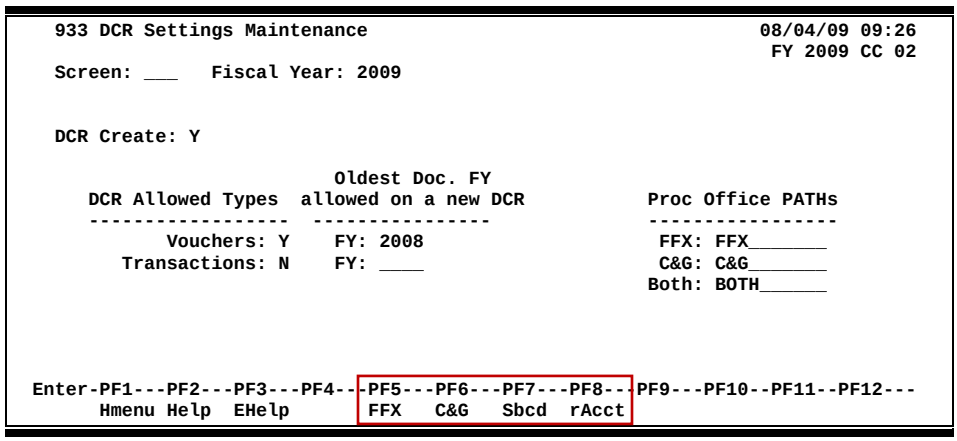
   b. **Screen Access for Screen 933, DCR Settings Maintenance**
      i. Give Update Access to create the Processing Office Paths, set up the Restricted Subcodes, and set the allowable fiscal years for corrections
      ii. Give Inquiry Access to view the DCR controls

2. **DCR Processing Office**
   Create the DCR Office on Screen 940 as follows:

DCR OFFICE'	Name of the office
"Y"	in the Processing View
'**DCR Office'**	Processing View Name

3. **Tables Set Up**
   a. **On Screen 860**
      i. Set the **DCR Allow** flag to "Y"
      ii. In training, the flags can be set in batch – send instructions to famishelp@tamus.edu, if desired. XXDCRTRN

b. Control Fields and Flags on <u>Screen 933</u> (DCR Settings Maintenance)



i. ***DCR CREATE***: "Y" is default
This flag is set to "Y" to allow the DCR process for the campus

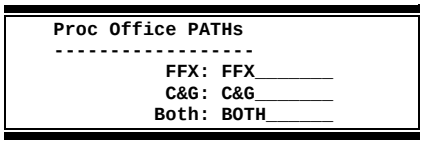
ii. ***DCR ALLOWED TYPE***:
Set each type to "Y" to allow the DCR process for Vouchers and/or Transactions.

iii. ***FY*** (Fiscal Year):
There are separate flags for Voucher Corrections and Transactions Corrections. These flags set the oldest year that is allowed on a DCR document for prior year corrections. These fields increment each new fiscal year as part of the roll forward processes. A blank means that any year may be corrected

iv. ***PROCESSING OFFICE PATHS*** OPTIONS
There are three options for setting up ***Processing Office Paths*** that vary from the normal. These are special paths to route special needs documents to the appropriate people:

- Fixed Assets
- Contracts & Grants
- Both FFX and C&G

By setting up the values as shown below for these three options, you can construct a path that includes desks for special approvals.



Control Fields and Flags on Screen 933 - Continued

1) FFX - Fixed Assets

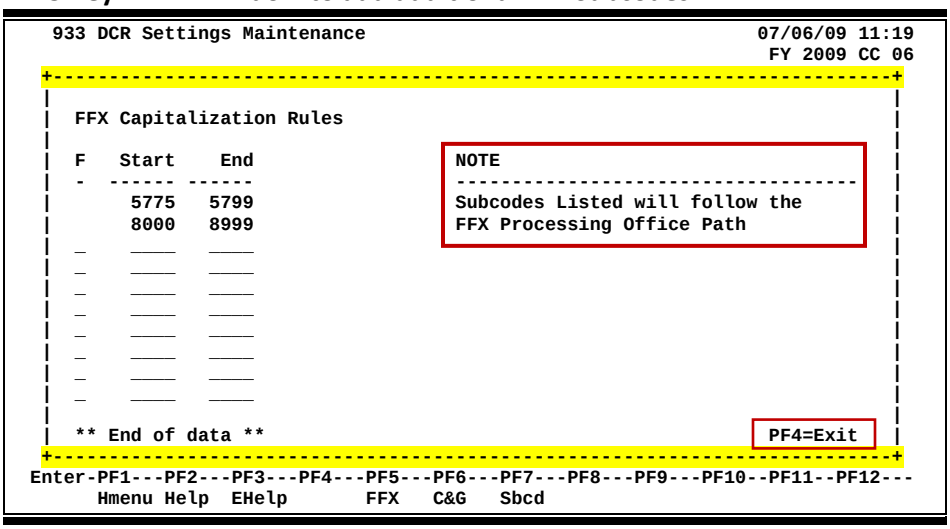
Name your Fixed Assets path on Screen 933, and create the routing path using this name on Screen 926 in the DCR Processing Office.

The FFX capitalization object codes are set by default using the values from FFX Screen 582. These FFX codes cannot be changed, but you may include additional object codes if you choose. Documents that include these object codes route through the path named on Screen 933.

When a DCR document contains one of these Fixed Asset related codes or any additional codes that you input, the document routes to the FFX path specified.

Use thePF5 key to enter additional codes and to view all codes.

PF5 Key – FFX Window to add additional FFX Subcodes



Control Fields and Flags on Screen 933 – Continued

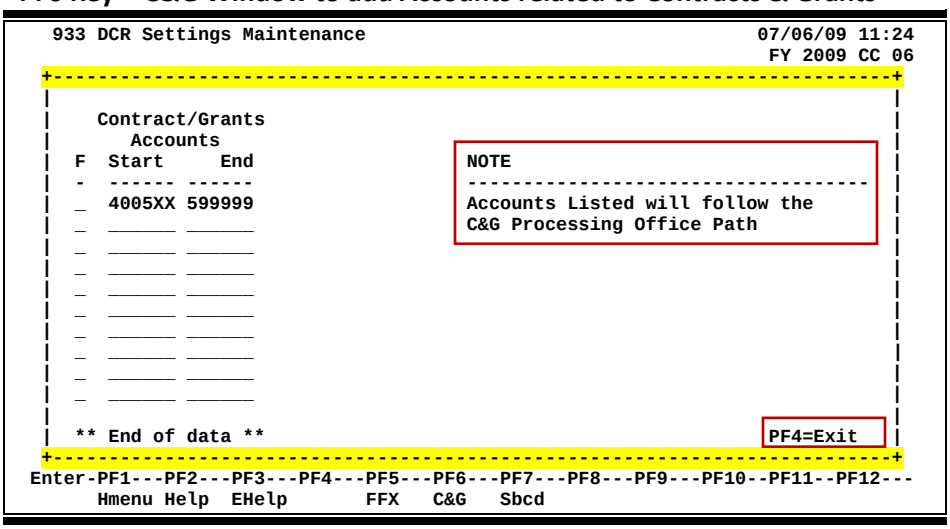
2) C&G - Contracts & Grants Accounts

Name your C&G path on Screen 933, and create the routing path using this name on Screen 926 in the DCR Processing Office.

When a DCR document contains one of the C&G related accounts, the document routes to the C&G path specified

Using ***PF6***, enter the valid account ranges to send documents using these accounts through a C&G routing path for approvals.

PF6 Key – C&G Window to add Accounts related to Contracts & Grants



3) Both - Contracts & Grants and Fixed Assets

This path accommodates documents that quality for both the C&G and FFX paths. There are no special codes or accounts to set up for this option.

Name the " Both" path in the DCR Processing Office and create the path using the name on Screen 926.

Control Fields and Flags on Screen 933 – Continued

v. SUBCODE RESTRICTION Using ***PF7***

PF7 presents a table that allows you to enter subcodes or ranges of subcodes that you want to eliminate from participating in the DCR process. By default, all subcodes are allowed, so you **do not have to enter a "Y"** for most subcodes.

By using combinations of "Y" and "N" entries, you can allow large groupings and not allow subsets of the main group.

Enter subcodes or ranges of subcodes that are **not allowed** for the DCR process. Use ***PF7*** to enter/view these subcodes.

PF7 Key - Subcode Restrictions

```
 933 DCR Settings Maintenance                                  06/04/09 15:18
                                                                FY 2009 CC 02
+-------------------------------------------------------------------------------+
|                                                                               |
|                                                                               |
|        Subcodes                                                               |
|  F   Start    End  Allow       NOTE                                           |
|  -  ------ ------ ------       ----------------------------------------       |
|  _    0001   1920      N       All subcodes are allowed by default            |
|  _    3000   3000      N                                                      |
|  _    3100   3100      N       Entries with allow flag 'Y'                    |
|  _    3200   3200      N       override 'N' entries.                          |
|  _    4000   4000      N                                                      |
|  _    5001   5001      N                                                      |
|  _    5471   5471      N                                                      |
|  _    5900   5900      N                                                      |
|  _    6401   6401      N                                                      |
|  _    8000   8000      N                                                      |
|                                                                               |
|  ** End of data **                                          PF4=Exit          |
+-------------------------------------------------------------------------------+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       FFX   C&G   Sbcd
```

4. Routing and Approval Paths

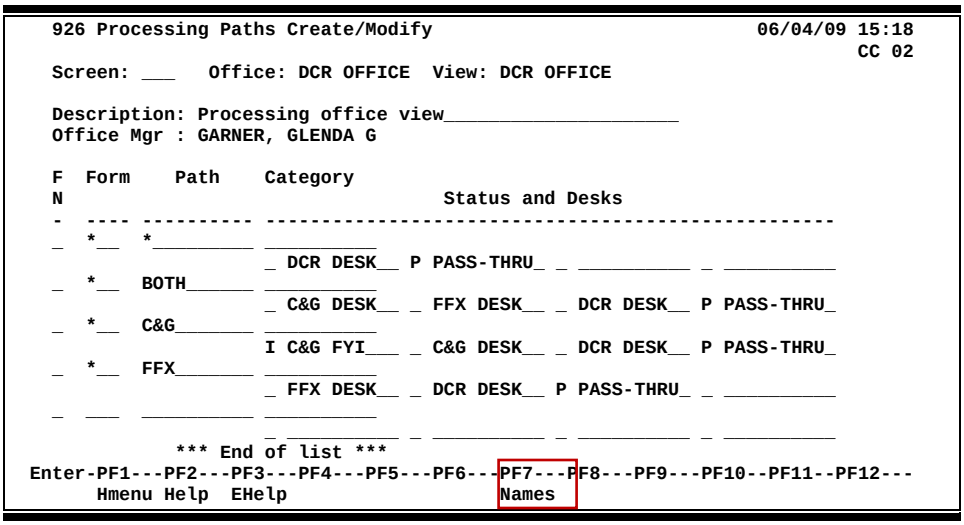
a. Set up Department Routing Desks and Paths

Department Routing always follows the most specific path for the document. A specific DCR path can be created to route these documents through individual desks. If there is a D** path, the DCR document will follow that path

b. Set up DCR Processing Office Desks/Paths

Within the DCR Processing Office, the DCR documents follow the default path unless a specific path is established.

Each DCR Processing Office path must include a "P Pass-Thru" desk as the last desk. See Screen 933 for required setup.


926 Processing Paths Create/Modify
06/04/09 15:18
CC 02
Screen: ___ Office: DCR OFFICE View: DCR OFFICE
Description: Processing office view
Office Mgr : GARNER, GLENDA G
F Form Path Category
N Status and Desks
_ *__ *_____ _____
_ DCR DESK__ P PASS-THRU_ _ _____ _ _____
_ *__ BOTH_____ _____
_ C&G DESK__ _ FFX DESK__ _ DCR DESK__ P PASS-THRU_
_ *__ C&G_____ _____
I C&G FYI___ _ C&G DESK__ _ DCR DESK__ P PASS-THRU_
_ *__ FFX_____ _____
_ FFX DESK__ _ DCR DESK__ P PASS-THRU_ _ _____
_ ___ _____ _____
_ _____ _ _____ _ _____ _ _____
*** End of list ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Names

FAMIS Services Requirements

1. **Tables Set Up**
   a. **On Screen 854**
      i. Setup "DEPT CORRECT" with a document prefix of "J." Fill in required fields, leaving the ***Prefix Class*** field blank.
      ii. Run the FBDU258 to create new numbers for the prefix

   b. **On Screen 950**
      i. Set up for new Form DCR

```
950 Electronic Documents Profile                                  09/30/11 09:27

Screen:       Form: ___
                                                                  PANEL: 01MORE>>
                                Review by  Processing  Required       Route
Func Form Description           Proc Unit  Unit View   Approvals  Cat Level  Exp Dt
---- ---- ------------ ---------  ----------  ---------- --- ----- ----------
  _  DBR  DEPT BUD REQ      Y      DBR OFFICE  SIGNER____  AM   D    __________
  _  DCR  DEPT CORRECT      Y      DCR OFFICE  SIGNER____  __   D    __________
  _  DTV  DEPT TRAVEL_      N      __________  SIGNER____  __   D    __________
  _  EBR  EPA-BUDGET__      Y      PAYROLL___  SIGNER____  __   D    __________
  _  EGR  EPA-GRAD____      Y      PAYROLL___  SIGNER____  __   D    __________
  _  EWR  EPA-WAGE____      Y      PAYROLL___  SIGNER____  __   D    __________
  _  PBD  BID_________      Y      PURC______  NONE______  __   P    __________
  _  PEP  EXEMPT PURC_      N      __________  SIGNER____  AM   D    __________
  _  PIP  INVOICE PROB      N      __________  SIGNER____  AM   D    __________
  _  PLP  LIMITED PURC      N      __________  SIGNER____  AM   D    __________
  _  PPO  PURCH ORDER_      Y      PURC______  NONE______  __   P    __________
  _  PRQ  REQUISITION_      Y      PURC______  SIGNER____  AM   D    __________
  _  TDP  ASSET TRNSFR      Y      PROPERTY__  SIGNER____  __   D    __________
           *** End of list ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                     Left  Right
```

      ii. Optionally, ***Category*** can be set to "**DA" for Days Over Routing**. For vouchers only, the DCR form has a built-in "DAYS Over" check. The "DAYS Over" value is based on the Check Date and the initial route date. Screen 950 must be set to "DA" for the DCR form, and a new path must be created with the number of days in the ***Category*** field on Screen 921 Department Level or Screen 925 Executive Level. Then, if the original voucher is older than the number of days defining the path (60, 90, etc.), the new path will be used.

   c. **On Screen 899**
      i. Set up DCR justification codes; IAFRS-DCR-JUSTIFICATION-CD
      ii. Business/Fiscal Office to submit a Change/Enhancement Request with specific values for your campus

FAMIS Services Control Screens

Each of these actions is done only once on "" campus for each region (Production, Training, Test).**

1. **On Screen 853:**
   Under "ASSIGN CONTROL"
   a. Enter "DEPT-CORRECT" to initialize the DCR functionality

```
853 Generic Table                                          06/04/09 15:15
                                                                CC AM
Screen: ___   Campus Cd: **   Table Type: ASSIGN CONTROL_
                              Start From: ____________________

Func                        Maint.
Code          Key           on 853              Data
 _     ASSET TRANSFER_____    N    DEPT ASSET TRANSFERS_____________________
 _     BID________________    N    BID DOC__________________________________
 _     DEPT BUDGET________    N    DEPARTMENTAL BUDGET REQUESTS SCREEN 520_
 _     DEPT CORRECT_______    N    DCR DOCUMENTS____________________________
 _     EXEMPT PURCH_______    N    EXEMPT PURCHASE SCRENN 236_______________
 _     INVOICE PROBLEM____    N    _________________________________________
 _     LIMITED PURCH______    N    LIMITED PURCHASES FOR SCREEN 240_________
 _     MASTER ORDER_______    N    _________________________________________
 _     PURCHASE ORDER_____    N    _________________________________________
 _     REQUISITION________    N    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________

                 *****************  End of data  *****************
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

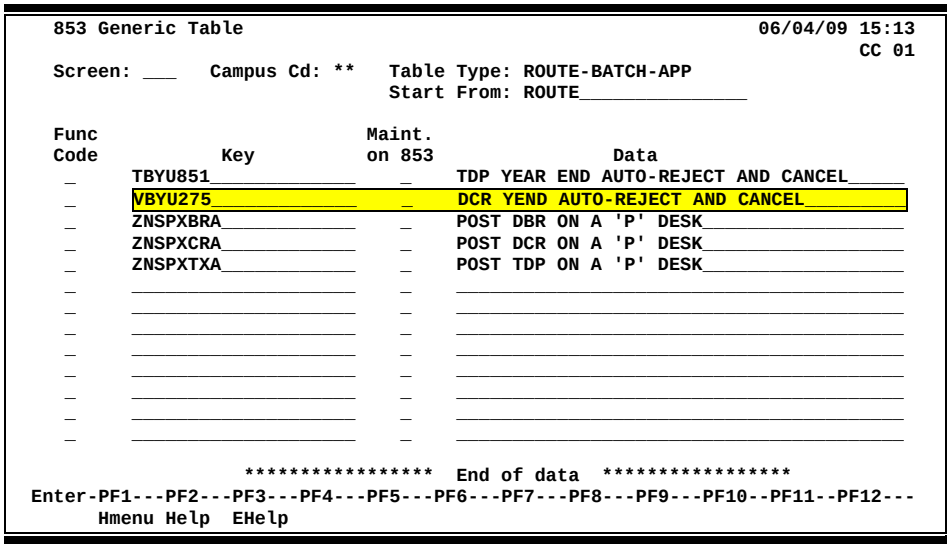
2. **On Screen 853:**
   Under "ROUTE-BATCH-APP"
   a. Add ZNSPXCRA to allow "P" poster desk approvals.

```
853 Generic Table                                          06/04/09 15:13
                                                                CC 01
Screen: ___   Campus Cd: **   Table Type: ROUTE-BATCH-APP
                              Start From: ROUTE_______________

Func                        Maint.
Code          Key           on 853              Data
 _     TBYU851____________    _    TDP YEAR END AUTO-REJECT AND CANCEL_____
 _     ZNSPXBRA___________    _    POST DBR ON A 'P' DESK__________________
 _     ZNSPXCRA___________    _    POST DCR ON A 'P' DESK__________________
 _     ZNSPXTXA___________    _    POST TDP ON A 'P' DESK__________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________
 _     ___________________    _    _________________________________________

                 *****************  End of data  *****************
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

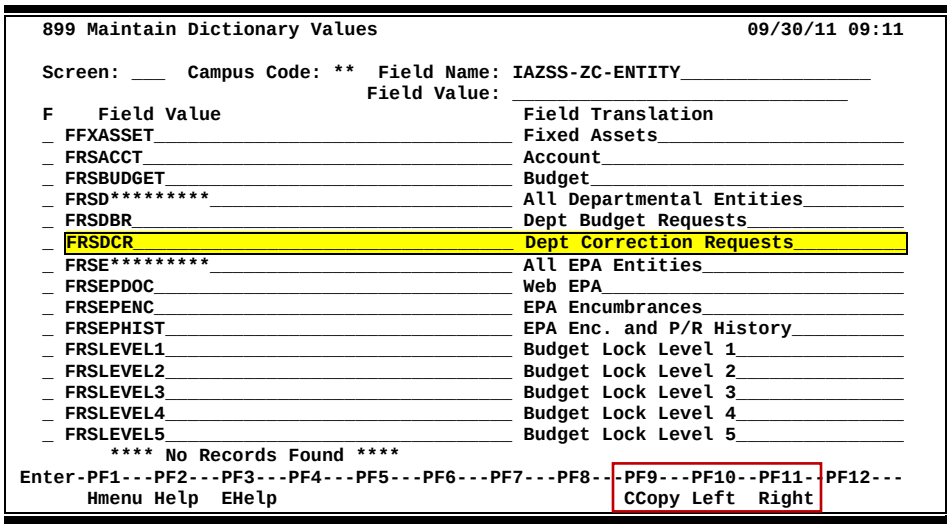
b. Add VBYU275 - Year-end autocancel of outstanding departmental corrections request (DCR) documents.



3. On Screen 899:

Under " IAZSS-ZC-ENTITY," for all campus codes "**"

a. Add FRSDCR Dept Correction Requests



DCR Reports and Batches

FAMIS Reporting

There are two reports available for the DCR Process. As part of implementation, Member Fiscal Offices need to contact FAMIS Production to schedule these jobs.

The first is the **VBAR272** which reprints any vouchers that now contain corrected items. This only picks up vouchers corrected since the last run of the report.

The second is the **VBAR274** which reports produces statistics in both summary and details about the DCR documents for the period between the chosen start and end dates.

Reports

a. Request and schedule the **VBAR272** report which reprints any voucher data sheets with corrected items (only since last run of the report).
   i. Can be set to run multiple times during the day
   ii. Can be set to run without printing the data forms

b. Request and schedule the **VBAR274** report which produces statistics in both summary and detail about the DCRs for a given period.

   NEW option added show only documents that have manual items.

Batch Programs

a. VBYU275
   Year-end autocancel of outstanding departmental corrections request (DCR) documents.

b. FBAR710
   Purge job for Deleted/purges DCRs older than 9 years.

c. VBAR272
d. VBAR274

Canopy – Routing – Global Document Queue

- *NEW* option added show only documents that have manual items.

K:\FA\DOC\WRKNPRCS\DCR\DCRcurrNF.docx
Last revised: 11/5/2014 3:18 PM